

Council/Agency Meeting Held: _____	City Clerk's Signature
Deferred/Continued to: _____	
<input type="checkbox"/> Approved <input type="checkbox"/> Conditionally Approved <input type="checkbox"/> Denied	
Council Meeting Date: 8/20/2007	Department ID Number: 07-11

**CITY OF HUNTINGTON BEACH
REQUEST FOR CITY COUNCIL ACTION**

SUBMITTED TO: HONORABLE MAYOR AND CITY COUNCIL MEMBERS

SUBMITTED BY: PENELOPE CULBRETH-GRAFT, CITY ADMINISTRATOR 

PREPARED BY: MICHELE CARR, DIRECTOR OF HUMAN RESOURCES 

SUBJECT: ADOPT RESOLUTION 2007-54 REGARDING AN AMENDMENT TO THE CITY'S CLASSIFICATION PLAN

Statement of Issue, Funding Source, Recommended Action, Alternative Action(s), Analysis, Environmental Status, Attachment(s)
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Statement of Issue:

The City's Classification Plan needs to be amended to incorporate changes considered by the Personnel Commission at their regularly scheduled meeting on July 18, 2007.

Funding Source:

Funding for the amendments is included in the Fiscal Year 2006/2007 budget and funding will be included in the budget for Fiscal Year 2007/08.

Recommended Action: Motion to:

Adopt Resolution No. 2007-54, a resolution of the City Council of the City of Huntington Beach amending the City classification plan by revising the job specification, setting compensation and changing the job title for the position of Legal Secretary; establishing new job specifications and setting compensation for the positions of GIS Analyst II, Parking / Traffic Control Supervisor and Senior Supervisor, Human Services; revising the job specifications for the positions of Building Inspector I/II/III, Deputy City Clerk, Senior Deputy City Clerk, Fire Safety Program Specialist, GIS Analyst, Information Systems Analyst I/II/III/IV/Senior, Senior Criminalist, Construction Inspector I/II, Senior Construction Inspector and Senior Inspector Water Construction and setting compensation for Forensic Systems Specialist and Senior Helicopter Maintenance Technician.

Alternative Action(s):

Reject amendments or revisions to the classification plan. In accordance with Personnel Rule 12-4, if an amendment to the City's Classification Plan is rejected by the City Council, the City Council is to refer such amendments or revisions back to the Personnel Commission with reasons for rejection and its recommendation thereon.

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Analysis:

In March of 2006, the City retained the services of Cooperative Personnel Services Human Resources Services (CPS) to perform a classification and compensation study. The study included sixty-five (65) classifications, thirty-nine (39) of which were Municipal Employees' Association (MEA) classifications. The goal of the study was to determine whether positions were appropriately classified, to update classification specifications and to conduct a base salary analysis of selected benchmark classifications.

The City and Association have met and conferred regarding the recommended changes to the MEA classifications. Both City and MEA negotiations teams spent a significant amount of time reviewing and discussing the results and recommendations of the CPS study. The negotiation process focused primarily on classification and compensation issues related to recruitment, retention, internal alignment and market competitiveness. Representatives of the City and MEA have completed the meet and confer process with agreement on the classification and compensation study. The recommended classification and compensation changes are a result of the classification and compensation study and the meet and confer process.

The agreement between the City and MEA is listed below:

- 1) Retroactively effective to the pay period that followed June 4, 2007, the City and the Association agreed to the classification and compensation changes to the following positions:
 - Legal Secretary change job title to Legal Assistant – 8.5%
 - GIS Analyst I - align compensation with IS Analyst I
 - Addition of GIS Analyst II - align compensation with IS Analyst II
 - Addition of Parking / Traffic Control Supervisor – set compensation 6.5% above Parking / Traffic Control Coordinator

- 2) Retroactively effective to the pay period that followed June 4, 2007, the City and the Association agreed to the following market compensation adjustments:
 - Building Inspector I – 2.5%
 - Building Inspector II – 2.5%
 - Building Inspector III – 2.5%
 - Deputy City Clerk – 19%
 - Senior Deputy City Clerk – 19%
 - Fire Safety Program Specialist – 12%
 - IS Analyst I – 4.5%
 - IS Analyst II – 4.5%
 - IS Analyst III – 4.5%
 - IS Analyst IV – 4.5%
 - Forensic Systems Specialist – 24%
 - Senior Helicopter Maintenance Technician – 7%
 - Construction Inspector I – 2.5%
 - Construction Inspector II – 2.5%

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- Senior Inspector Water Construction – 2.5%
- Senior Construction Inspector – 2.5%

The City met and conferred with both MEA and the Management Employee's Organization (MEO) regarding the reclassification of two MEA employees that would result in a change in unit representation to MEO. The CPS study recommended that one Human Services Program Supervisor incumbent be reclassified to Senior Supervisor, Human Services. The City has met and conferred with MEO regarding the addition of the Senior Supervisor, Human Services classification and both parties agreed to align the compensation with the Senior Supervisor, Cultural Affairs. The study also recommended that the one Civil Engineering Assistant incumbent be reclassified to the existing MEO classification of Contract Administrator. Staff recommends that these reclassifications be retroactively effective to the pay period that includes December 20, 2006 to be consistent with the other MEO reclassifications approved by the City Council on May 21, 2007.

At the July 18, 2007 regularly scheduled Personnel Commission meeting, staff presented recommendations for classification plan amendments pertaining to select MEA classifications and one MEO classification. The Personnel Commission has considered and approved the following classification amendments to the City's Classification Plan:

- a) Modify the job specification for Legal Secretary and change the job title to Legal Assistant.
- b) Add the job specification for the classification of GIS Analyst II and establish compensation at Range 536.
- c) Add the job specification for the classification of Parking / Traffic Control Supervisor and establish compensation at Range 471.
- d) Add the job specification for the classification of Senior Supervisor, Human Services and establish compensation at Range 539.
- e) Revise the job specifications for the classifications of Building Inspector I/II/III, Deputy City Clerk, Senior Deputy City Clerk, Fire Safety Program Specialist, GIS Analyst, Information Systems Analyst I/II/III/IV/Senior, Senior Criminalist, Construction Inspector I/II, Senior Construction Inspector and Senior Inspector Water Construction.

At the July 18, 2007 regularly scheduled Personnel Commission meeting, staff also presented recommendations for reclassifications of select employees in select classifications in the Community Services, Fire, Information Services, Police and Public Works Departments. The City and the Association have met and conferred regarding the reclassification of select employees and agreed that the reclassifications be retroactively effective to the pay period that followed June 4, 2007 (with the exception of the two reclassifications that result in a change in unit representation from MEA to MEO). The

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Personnel Commission has considered and approved staff's recommended reclassifications (Attachment 2).

Strategic Plan Goal:

The recommendations to amend the City's Classification Plan as outlined above, is consistent with Strategic Plan Goal C-2. The objective is to obtain an effective organizational structure with appropriate classifications and compensation in order to deliver quality public services.

Environmental Status:

Not applicable

Attachment(s):

City Clerk's Page Number	No.	Description
5	1.	Resolution No: 2007- <u>54</u> Specifications for Classifications (Exhibits A – S)
91	2.	Report to the Personnel Commission: Classification and Compensation Study by Cooperative Personnel Services (CPS) 2006 and Reclassification of Municipal Employees' Association Positions in the Community Services, Fire, Information Services, Police and Public Works Departments

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ATTACHMENT #1

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RESOLUTION NO. 2007-54

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUNTINGTON BEACH AMENDING THE CITY CLASSIFICATION PLAN BY REVISING THE JOB SPECIFICATION SETTING COMPENSATION AND CHANGING THE JOB TITLE FOR THE POSITION OF LEGAL SECRETARY; ESTABLISHING NEW JOB SPECIFICATIONS AND SETTING COMPENSATION FOR THE POSITIONS OF GIS ANALYST II, PARKING / TRAFFIC CONTROL SUPERVISOR AND SENIOR SUPERVISOR, HUMAN SERVICES; SETTING COMPENSATION FOR FORENSIC SYSTEMS SPECIALIST AND SENIOR HELICOPTER MAINTENANCE TECHNICIAN; AND REVISING THE JOB SPECIFICATIONS FOR THE POSITIONS OF BUILDING INSPECTOR I, II AND III, DEPUTY CITY CLERK, SENIOR DEPUTY CITY CLERK, FIRE SAFETY PROGRAM SPECIALIST, GIS ANALYST, INFORMATION SYSTEMS ANALYST I/II/III/IV/SR, SENIOR CRIMINALIST, CONSTRUCTION INSPECTOR I & II, AND SENIOR INSPECTOR WATER CONSTRUCTION

WHEREAS, the City Council of the City of Huntington Beach wishes to amend the City Classification Plan; and

The provisions of Personnel Rule 12-4 have been complied with, in that the changes to the City Classification Plan were considered by the Personnel Commission during a public hearing held on July 18, 1007; and

The Commission voted to recommend to the City Council that the City's Classification Plan be amended as follows:

Change the job title, set compensation and revise the job specification for the classification of Legal Secretary; and

Add the classifications of GIS Analyst II, Parking / Traffic Control Supervisor and Senior Supervisor, Human Resources; and

Revise the job specifications for the positions of Building Inspector I, Building Inspector II, Building Inspector III, Deputy City Clerk, Senior Deputy City Clerk, Fire Safety Program Specialist, GIS Analyst, Information Systems Analyst I/II/III/IV/Senior, Senior Criminalist, Construction Inspector I, Construction Inspector II, Senior Construction Inspector and Senior Inspector Water Construction and set compensation for Forensic Systems Specialist and Senior Helicopter Maintenance Technician.

NOW, THEREFORE, the City Council of the City of Huntington Beach does hereby resolve as follows:

1. Effective June 4, 2007, the following modifications to the Huntington Beach Class and Compensation plan shall take effect:

A. Modify the existing class specification for Legal Secretary and change the job title to Legal Assistant in the City's Classification Plan and establish compensation at Range 458 (\$3,711 - \$4,597) as set forth in Exhibit A, which is attached hereto and incorporated herein by this reference.

B. Add the job specification for the classification of GIS Analyst II to the to the City's Classification Plan and establish compensation at Range 536 (\$5,476 - \$6,783), attached hereto as Exhibit B and incorporated herein by this reference.

C. Add the job specification for the classification of Parking / Traffic Control Supervisor to the City's Classification Plan and establish compensation at Range 471 (\$3,957 - \$4,905), attached hereto as Exhibit C and incorporated herein by this reference.

D. Add the job specification for the classification of Senior Supervisor, Human Services to the City's Classification Plan and establish compensation range at 539 (\$5,561- \$6,887), attached hereto as Exhibit D and incorporated herein by this reference.

E. Modify the existing class specification for Building Inspector I and establish compensation at Range 485 (\$4,247 - \$5,261) in the City's Classification Plan as set forth in Exhibit E, which is attached hereto and incorporated herein by this reference.

F. Modify the existing class specification for Building Inspector II and establish compensation at Range 505 (\$4,690 - \$5,812) in the City's Classification Plan as set forth in Exhibit F, which is attached hereto and incorporated herein by this reference.

G. Modify the existing class specification for Building Inspector III and establish compensation at Range 525 (\$5,184 - \$6,420) in the City's Classification Plan as set forth in Exhibit G, which is attached hereto and incorporated herein by this reference.

H. Modify the existing class specification for Deputy City Clerk and establish compensation at Range 453 (\$3,619 - \$4,484) in the City's Classification Plan as set forth in Exhibit H, which is attached hereto and incorporated herein by this reference.

I. Modify the existing class specification for Senior Deputy City Clerk and establish compensation at Range 502 (\$4,619 - \$5,723) in the City's Classification Plan as set forth in Exhibit I, which is attached hereto and incorporated herein by this reference.

J. Modify the existing class specification for Fire Safety Program Specialist and establish compensation at Range 496 (\$4,488 - \$5,557) in the City's Classification Plan as set forth in Exhibit J, which is attached hereto and incorporated herein by this reference.

K. Modify the existing class specification for GIS Analyst to GIS Analyst I and establish compensation at Range 520 (\$5,058 - \$6,264) in the City's Classification Plan as set forth in Exhibit K, which is attached hereto and incorporated herein by this reference.

L. Modify the existing class specification for Information Systems Analyst I and establish compensation at Range 520 (\$5,058 - \$6,264) in the City's Classification Plan as set forth in Exhibit L, which is attached hereto and incorporated herein by this reference.

M. Modify the existing class specification for Information Systems Analyst II and establish compensation at Range 536 (\$5,476 - \$6,783) in the City's Classification Plan as set forth in Exhibit L, which is attached hereto and incorporated herein by this reference.

N. Modify the existing class specification for Information Systems Analyst III and establish compensation at Range 549 (\$5,843 - \$7,238) in the City's Classification Plan as set forth in Exhibit L, which is attached hereto and incorporated herein by this reference.

O. Modify the existing class specification for Information Systems Analyst IV and establish compensation at Range 568 (\$6,425 - \$7,959) in the City's Classification Plan as set forth in Exhibit L, which is attached hereto and incorporated herein by this reference.

P. Modify the existing class specification for Senior Criminalist in the City's Classification Plan as set forth in Exhibit M, which is attached hereto and incorporated herein by this reference.

Q. Modify the existing class specification for Construction Inspector I and establish compensation at Range 485 (\$4,247 - \$5,261) in the City's Classification Plan as set forth in Exhibit N, which is attached hereto and incorporated herein by this reference.

R. Modify the existing class specification for Construction Inspector II and establish compensation at Range 505 (\$4,690 - \$5,812) in the City's Classification Plan as set forth in Exhibit O, which is attached hereto and incorporated herein by this reference.

S. Modify the existing class specification for Senior Construction Inspector and establish compensation at Range 525 (\$5,184 - \$6,420) in the City's Classification Plan as set forth in Exhibit P, which is attached hereto and incorporated herein by this reference.

T. Modify the existing class specification for Senior Inspector Water Construction and establish compensation at Range 516 (\$4,956 - \$6,139) in the City's Classification Plan as set forth in Exhibit Q, which is attached hereto and incorporated herein by this reference.

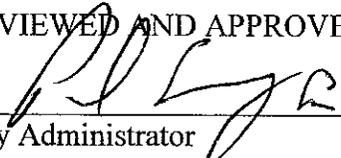
U. Modify the existing compensation at Range 516 (\$4,956 - \$6,139) for Forensic Systems Specialist in the City's Classification Plan as set forth in Exhibit R, which is attached hereto and incorporated herein by this reference.

V. Modify the existing compensation at Range 541 (\$5,616 - \$6,956) for Senior Helicopter Maintenance Technician in the City's Classification Plan as set forth in Exhibit S, which is attached hereto and incorporated herein by this reference.

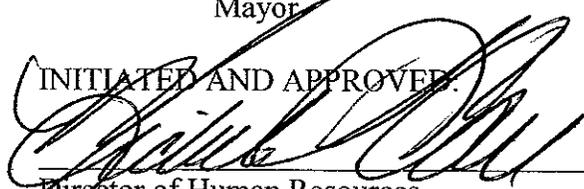
All other provisions of the City's Classification Plan not modified herein shall remain in full force and effect.

PASSED AND ADOPTED by the City Council of the City of Huntington Beach at a regular meeting thereof held on the _____ day of _____, 2007.

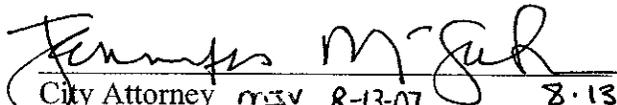
Mayor

REVIEWED AND APPROVED:


City Administrator

INITIATED AND APPROVED:


Director of Human Resources

APPROVED AS TO FORM:


City Attorney 8-13-07 8.13.07

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EXHIBIT A

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**CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION**



TITLE: LEGAL ASSISTANT

DATE: DECEMBER 2006

**PERSONNEL COMMISSION APPROVAL: JULY 18, 2007
COUNCIL APPROVAL:**

JOB CODE:	0300
EMPLOYMENT STATUS:	REGULAR FULL-TIME
UNIT REPRESENTATION:	MEA
FLSA STATUS:	NON-EXEMPT

DUTIES SUMMARY

Under general supervision, performs a variety of administrative, clerical and legal secretarial duties in support of the City Attorney's Office; and participates in coordinating assigned activities with other divisions, outside agencies, and the general public.

EXAMPLES OF ESSENTIAL DUTIES

Performs various administrative, clerical and legal secretarial duties in support of the City Attorney's Office; prepares a variety of legal documents including but not limited to: correspondence, forms, ordinances, resolutions, opinions, pleadings, briefs, motions, grievance reports, agreements, and contracts from dictation, handwritten documents, and drafts; maintains confidentiality of documents received, prepared and processed; ensures accuracy and proper format utilizing knowledge of proper legal format, terminology, and procedures; transcribes dictation from attorneys, hearings, interviews and meetings; arranges, schedules and confirms appointments, meetings, hearings, examinations, and depositions; assists attorneys at trial; assists in preparing exhibits and related materials; notifies parties involved; makes arrangements for court reporters, hearing officers, administrative law judges, and room reservations; coordinates witnesses, documents, and City employees to prepare legal discovery requests and responses; creates and maintains litigation, grievance, correspondence, and other case files; labels and indexes information; locates previously prepared documents and files; organizes, updates, closes, and files litigation and grievance case files for retrieval and future destruction; monitors and tracks requests for legal services for assigned attorneys from date of request through preparation stages; coordinates with opposing counsel and City staff to provide settlement checks and witness payments, court fees, and expert testimony payments; may assist in the implementation of specialized software for assigned areas; provides information and assistance; screens telephone

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: LEGAL ASSISTANT

DATE: DECEMBER 2006

calls and requests for information; routes calls to appropriate staff member, department or agency; assists with the Legal Affairs Committee, closed sessions of City Council, and other meetings as assigned; types and posts agendas; gathers, types, photocopies, and distributes materials; takes and prepares minutes of meetings; copies, files, assembles, and distributes documents; provides direction and assistance to assigned staff including legal interns; prepares documents for delivery; utilizes various computer applications and software packages; and performs related duties and responsibilities as assigned.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

MINIMUM QUALIFICATIONS:

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of: Legal terminology and the forms and documents used in legal secretarial and clerical work; legal procedures and practices involved in composing, processing and filing a variety of legal documents; standard legal references and their contents; basic operations and procedures of the court system; English usage, spelling, grammar and punctuation; principles of business letter writing and basic report preparation; principles and procedures of recordkeeping and reporting; modern office procedures, methods, and computer equipment and supporting software; resources for locating court rules and requirements, expert witnesses, judicial biographies, and recently published statutes.

Ability to: Perform responsible legal secretarial and clerical work involving the use of independent judgment and personal initiative; understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities; understand and apply court rules for processing and filing documents; accurately prepare and maintain a variety of legal documents; independently prepare routine documents, correspondence and memoranda; type and transcribe dictation at a speed necessary for successful job performance; organize and maintain accurate and complete legal files and cases; respond to requests and inquiries from the general public; operate and use modern office equipment including a computer and associated software applications; maintain confidentiality regarding matters of a legal nature; communicate clearly and concisely, both verbally and in writing; understand and carry

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: LEGAL ASSISTANT

DATE: DECEMBER 2006

out verbal and written instructions; establish and maintain effective relationships with those contacted in the course of work.

Education: High school diploma or equivalent supplemented by specialized legal secretarial training.

Experience: Three (3) years of responsible secretarial support experience including two (2) years of legal clerical and secretarial experience.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS -- Work involves light to moderate work in an office setting. There is a frequent need to sit and an infrequent need to stand, walk, and to lift objects 10 to 20 pounds. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

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EXHIBIT B

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**CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION**



**TITLE: GEOGRAPHIC INFORMATION SYSTEM ANALYST II
DATE: DECEMBER 2006**

**PERSONNEL COMMISSION APPROVAL: JULY 18, 2007
COUNCIL APPROVAL:**

**JOB CODE:
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEA
FLSA STATUS: NON-EXEMPT**

DUTIES SUMMARY

Under direction, performs a variety of professional office and field duties involved in the development, implementation, operation, performance, and maintenance of the City's Geographic Information System (GIS) program; designs, compiles, stores, manages, and analyzes data which is referenced spatially; and responds to requests and provides Geographic Information System data to City departments, outside agencies, and the public. **See Systems Environment attachment (pages 4 – 5.)**

DISTINGUISHING CHARACTERISTICS

The GIS Analyst II is the journey-level professional classification within the GIS Analyst series. This classification is distinguished from the GIS Analyst I by the performance of the full range of duties assigned to positions in the series. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the unit.

EXAMPLES OF ESSENTIAL DUTIES

Participates in the development, implementation, operation, performance, and maintenance of the City's Geographic Information System; administers network including installation and maintenance of advanced hardware and software; analyzes spatial and tabular information to solve complex problems involving logical/physical entity relationships and geographic relationships; develops and updates GIS databases; develops and programs complex GIS applications using a variety of programming languages; designs, develops, and manipulates multi-faceted GIS themes; creates graphical user interface for Internet theme navigation; develops query and relational query methodologies for the manipulation of geographically referenced data; develops and maintains digital base maps; performs modeling and manipulation of digital map files; creates topology files for theme integration; develops GIS project methodologies and designs for Intranet and Internet use; develops statistical methods for the analysis

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: GEOGRAPHIC INFORMATION SYSTEM ANALYST II
DATE: DECEMBER 2006

and projection of GIS data; interfaces with surveyors to implement GPS control points collected in the field; checks positional and relative accuracy of GPS data; performs backups of all GIS related data; ensures integrity, quality, and accuracy of the City GIS system; provides technical support to City departments and other clients requesting GIS products ensuring clients receive accurate products including maps, charts, and graphs in a timely and appropriate manner; prepares GIS system documentation; develops specifications for new GIS hardware and software; and performs related duties and responsibilities as assigned.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

MINIMUM QUALIFICATIONS:

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of: Use, capabilities, characteristics, and limitations of GIS, personal, and network computer systems and related equipment; computer repair and maintenance procedures and techniques; principles and practices used in the design, implementation, and operation of relational database management systems; principles and procedures of systems analysis, design, security, planning, and documentation; cartographic, demographic, and statistical methods and standards; geography; digital orthophotography principles and practices; Structured Query Language and related concepts; data schemas; geodetic GPS accuracy standards; surveying principles, procedures, and techniques; engineering principles, procedures, and techniques; mathematical principles including trigonometry and geometry; modern office procedures, methods, and equipment including computers; recent developments, current literature and information related to the fields of GIS, network systems and computer work stations.

Ability to: Design, implement, maintain, and operate relational database management systems; troubleshoot software and hardware problems; prepare clear and concise technical reports and presentations; operate a variety of computer equipment and software relative to the assigned area of responsibility; relational and statistical query methodologies; read, interpret, and apply knowledge gained from complex technical publications, manuals, and other documents; respond to requests and inquiries from City departments, outside organizations, and the public; analyze problems, identify alternative solutions, project consequences of proposed actions, and implement

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: GEOGRAPHIC INFORMATION SYSTEM ANALYST II
DATE: DECEMBER 2006

recommendations in support of goals; communicate clearly and concisely, both verbally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

Education: A Bachelor's degree from an accredited college or university with major course work in geographic information systems, geography, cartography, computer science, or related field.

Experience: Two (2) years of experience working with geographic information systems or closely related areas.

Licenses/Certifications: Possession of a valid California driver's license by time of appointment.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS - Work involves sedentary to light work in an office environment. There is frequent need to sit for extended periods and to lift light objects (up to 15 pounds) and perform other similar actions during the course of the workday. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

**CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION**



**TITLE: GEOGRAPHIC INFORMATION SYSTEM ANALYST II
DATE: DECEMBER 2006**

**CITY OF HUNTINGTON BEACH
INFORMATION SYSTEMS DEPARTMENT
JOB SPECIFICATION ATTACHMENT**

May 21, 2003

SYSTEMS ENVIRONMENT:

Network

The City's network is NT with all Cisco hardware including a Cisco 6509 core switch. Remote sites are connected via ISDN or fractional T-1 lines. Firewalls are Cisco Pix. Client server environment with 100mb fast Ethernet. TCP/IP is the protocol with address resolution via DNS and WINS. Client addressing is static. Monitoring of critical devices is via Cisco Works and Ipswitch Whatsup! Gold. There are multiple domains that will be collapsed at some point to only 1 or 2. There are approximately 1000 users.

Public Safety

Police are migrating in 2003 from a Unidata GEAC CAD/RMS system to Intergraph's CAD/RMS running on Windows 2000 and SQL. Police use the county's 800Mhz system. The City has an internal radio group that maintain the police radios which are ASTRO spectra 800's in the cars and portable XTS 3000's. MDCs in the cars are Motorola MW520s and motors use Panasonic Toughbooks. MDCs will be replaced as phase 2 of the Intergraph project. Motorola is currently under contract to install an

**CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION**



**TITLE: GEOGRAPHIC INFORMATION SYSTEM ANALYST II
DATE: DECEMBER 2006**

independent wireless network utilizing 802.11b & g to operate in conjunction with the existing 800Mhz infrastructure.

Fire is currently contracting with Anaheim for CAD services. RMS is Firehouse, and Telestaff is used for scheduling.

Business Systems

The City utilizes JD Edwards OneWorld Xe ERP system on Windows 2000 and SQL. Citrix servers are used for thin clients. JD Edwards comprises all the city's financials. Kronos is a timecard system on a Windows 2000 server and SQL. Cityview is the permitting system that will be used by multiple departments for permits, code enforcement, plan check, business licenses, etc. It also runs on Windows 2000 and SQL. GIS utilizes ESRI's software running on Windows 2000. Office Automation is Microsoft Exchange 5.5 Server in a Windows 2000 active/passive cluster configuration. Utiligy is a custom utility billing system that runs on an NT server and SQL. It intergrates with a Radex meter reading system. Crystal reports is used to produce bills and notices.

Microsoft Internet Explorer 6.x is the web browser. Connectivity is over 2 channelized T-1's and content filtering is provided by 8E6 R2000. The City continually expands the uses for its website, and plans to tie many of its business apps to the web such as paying utility bills and purchase of basic permits. There are also plans to build a robust intranet environment. City uses Ektron CMS200 for website content management and Cold Fusion 5.0 for website application development. The web servers are IIS 5.0/Apache running on Windows 2000.

Operations

The City's current desktop standards are Windows 2000 Pro, and Office 2000 Pro. The server and client hardware standard is Dell Power/Edge servers and Dell Optiplex workstations.

The City utilizes NAS for file sharing and database backups. Backups are performed with Syncsort Backup Express software and a Sprecra Logic Gator 12000 tape library. Servers are backed up via TCP/IP. Filers are backed up via NDMP. Norton Anti-virus is the virus protection software.

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EXHIBIT C

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CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: PARKING / TRAFFIC CONTROL SUPERVISOR

DATE: DECEMBER 2006

PERSONNEL COMMISSION: JULY 18, 2007

COUNCIL APPROVAL:

JOB CODE:	0455
EMPLOYMENT STATUS:	REGULAR FULL-TIME
UNIT REPRESENTATION:	MEA
FLSA STATUS:	NON-EXEMPT

DUTIES SUMMARY

Under general direction, oversees the parking control and traffic control program; supervises traffic and clerical staff; reviews complaints from the general public regarding traffic and parking issues and resolves; transcribes and logs traffic collisions; and maintains recordkeeping system.

EXAMPLES OF ESSENTIAL DUTIES

Oversees and directs the parking control program; supervises traffic and clerical staff; hires and trains new staff members; investigates personnel complaints and recommends actions; recommends termination, as appropriate; reviews complaints on parking citations as required by the State; handles complaints from the general public regarding traffic and parking issues and takes steps to resolve; oversees hearing process to contest citations; handles administrative aspects of citation processing and court review; transcribes and logs traffic collisions; maintains record keeping system; provides for traffic control at accident scenes; assigns staff to establish traffic control markings and to direct traffic; ensures the safety of motorists around traffic accidents; evaluates employees performance and takes disciplinary actions as needed; makes daily checks and determines compliance with current policies, procedures, and safety standards; checks signage and markings within the City for legal posting or ticket verification; completes and distributes monthly statistics for the Traffic Bureau; meets with staff on Traffic Bureau related issues; generates schedules for traffic personnel; schedules replacement of all personnel unable to perform their assigned duties; maintains daily work records and keeps daily time records for submission to payroll; and performs related duties and responsibilities as assigned.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: PARKING / TRAFFIC CONTROL SUPERVISOR

DATE: DECEMBER 2006

QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of: City municipal codes, California vehicle code, local ordinances related to parking and traffic, transportation traffic manuals, police radio codes; recordkeeping procedures; supervisory policies and procedures; personal computers and standard business software.

Ability to: Read and interpret codes and schedules; use personal computer; supervise, create, prioritize and maintain working schedules; communicate effectively with others both verbally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

Education: High school diploma or equivalent.

Experience: Two (2) years supervisory experience preferred

Licenses/Certifications: Possession of a valid California driver's license by time of appointment.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS – Work involves exposure to potential physical harm. There is frequent need to stand, reach overhead, sit, stoop, walk, work in confined spaces, and perform other similar actions during the course of the workday. Must be able to work any shift including weekends and holidays. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

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CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: SENIOR SUPERVISOR, HUMAN SERVICES
DATE: DECEMBER 2006

PERSONNEL COMMISSION APPROVAL: JULY 18, 2007
COUNCIL APPROVAL:

JOB CODE:
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEO
FLSA STATUS: EXEMPT

DUTIES SUMMARY

Under general direction, supervises permanent and recurrent employees and volunteers who provide senior or recreation center services and/or general case management, transportation, nutrition and referral services to target residents including seniors, low income, and other groups; works closely with city and community resources, and refers or assists in referral to community programs and resources; and coordinates services with internal and external agencies..

EXAMPLES OF ESSENTIAL DUTIES

Supervises the operations and staff for an assigned human services and recreation program serving the needs of senior, low income, and other targeted resident groups; educates residents and community organizations on aging and health issues and the availability of community resources to meet their needs; works closely with the Huntington Beach Council on Aging to assure proper alignment with agency mission and goals; maintains a network of community resources including education and training programs to address the needs of target residents; manages operations within the senior or recreation services center including events and activities; works with staff and outside service providers to develop new center programs and classes; reviews client progress with case management staff; works closely with community resources; ensures delivery of services including educational and direct services such as meals to homes, case management, and transportation; organizes fund and food raising programs; solicits and collects donations; organizes medical services for families; prepares and submits grant proposals; establishes and monitors budgets based on approved funding; prepares administrative and technical reports including contract negotiations and summaries for funding agencies and City management; trains and supervises paid and volunteer support staff; assigns duties; completes employee performance appraisals and recommends disciplinary action according to established City procedures; stays current with developments in the field; attends a variety of

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: SENIOR SUPERVISOR, HUMAN SERVICES

DATE: DECEMBER 2006

professional development programs; attends multi-disciplinary and task force meetings to develop collaborative efforts, strategies and solutions to assist target residents; develops promotional and program materials; makes public presentations on services offered; gathers and disseminates information regarding community services, programs, goals and community needs; conducts public presentations to social service and community groups; and performs related duties and responsibilities as assigned.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of: Federal, state and local regulations governing the operation of social service programs; community social service programs and services; social, economic, political and physical factors facing the elderly or economically disadvantaged residents; standard office principles and procedures; principles of budgeting, community demographics for target residents, the needs of the elderly and low income residents, methods and techniques of fund raising, social activity programming methods and techniques; principles of supervision, training and performance evaluation.

Ability to: Identify social service needs; coordinate grant program funding and monitoring; present social program information to community groups; source and obtain funding for assigned programs; work closely with the Huntington Beach Council on Aging to assure proper alignment with program mission and goals; plan programs and activities for target residents; form cooperative relationships and partnerships with others who do not have a direct reporting relationship; respond with tact, composure and courtesy when dealing with individuals who may be experiencing significant emotional distress; maintain accurate records; record and retrieve information; operate personal computer and standard software applications; establish and maintain effective working relationships with those contacted in the course of work; communicate effectively with others both verbally and in writing.

Education: A Bachelor's degree in Human or Social Services or a related field, Master's degree preferred.

Experience: A minimum of five (5) years of human services or social services work experience. Experience in working with client assessment and referral is highly

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: SENIOR SUPERVISOR, HUMAN SERVICES
DATE: DECEMBER 2006

desirable

Licenses/Certifications: Possession of a valid California driver's license by time of appointment.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS – Work involves light to moderate work in an office setting. There is some exposure to the elements and potential exposure to infectious disease or personal harm when visiting clients. There is a frequent need to sit and infrequent need to stand, walk and to lift light objects up to 15 pounds. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

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CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: BUILDING INSPECTOR I

DATE: DECEMBER 2006

PERSONNEL COMMISSION APPROVAL: JULY 18, 2007
COUNCIL APPROVAL:

JOB CODE: 0210
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEA
FLSA STATUS: NON-EXEMPT

DUTIES SUMMARY

Under immediate supervision, inspects installations to ensure compliance with building and construction regulations; as assigned, participates in ride along training; and provides assistance to the public on area of assignment..

DISTINGUISHING CHARACTERISTICS

The Building Inspector I is the entry level classification within the Building Inspection series. Incumbents at this level receive on-the-job training in order to learn and develop competencies in performing the essential functions of the job. This classification is distinguished from the Building Inspector II in that the latter is the journey level of the series, performing the full range of assigned inspection duties, with a requirement that incumbents attain designated certifications.

EXAMPLES OF ESSENTIAL DUTIES

Within a learning and on-the-job training capacity, performs inspections consistent within assignment areas to ensure compliance with adopted building and construction codes in residential and small commercial projects; adopted codes shall include, in part, the Building, Plumbing, Mechanical and Electrical Codes, State Energy and Handicapped Codes, City Ordinances and State and local laws and codes where appropriate; participates in ride-along training activities as directed; investigates construction for evidence of illegal practices and checks existing construction for deterioration and hazardous conditions; assists and advises contractors, craftsmen and homeowners regarding pertinent regulations; assembles and writes reports; maintains records of work performed; learns to interpret multiple codes; answers verbal and written complaints in regard to all types of building installations as assigned; deals with difficult people in a constructive manner; analyzes practices and recommends improvements; delivers and promotes quality customer service; and performs related duties and responsibilities as assigned.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. Management reserves the right to add, modify, change or rescind work assignments as needed.

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: BUILDING INSPECTOR I

DATE: DECEMBER 2006

MINIMUM QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of: Adopted Building, Mechanical, Plumbing and Electrical Codes, State and local codes and standards and all other building related codes and ordinances as adopted by the State or the City of Huntington Beach; methods and practices involved in construction; arithmetic and basic algebra; computer equipment and associated software programs; quality service practices; safety issues and liability reduction.

Ability to: Learn to conduct inspections; read and understand drawings, diagrams and specifications for construction projects; prepare reports and communications; communicate clearly and concisely, both verbally and in writing; communicate and deal effectively with architects, engineers, contractors and the general public; perform arithmetic and basic algebraic functions; ensure safety and professional work standards are met; establish and maintain cooperative working relationships with those contacted in the course of work; and deliver quality customer service.

Education: High school diploma or equivalent.

Experience: Two (2) years experience in a construction trade or an equivalent combination of experience and training.

Certifications/License: Possession of a valid California driver's license by time of appointment.

RECLASSIFICATION QUALIFICATIONS: Eligible for reclassification to Building Inspector II upon attainment of appropriate certifications and one (1) year of satisfactory performance at the Building Inspector I level.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS – Work involves considerable physical activity in an outdoor setting with exposure to weather conditions and potential exposure to physical harm. There is frequent need to walk, talk or hear, stand, use hands to finger, handle, or feel, and climb ladders or scaffolding. Reasonable employee accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

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**CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION**



TITLE: BUILDING INSPECTOR II

DATE: DECEMBER 2006

**PERSONNEL COMMISSION APPROVAL: JULY 18, 2007
COUNCIL APPROVAL:**

**JOB CODE: 0211
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEA
FLSA STATUS: NON-EXEMPT**

DUTIES SUMMARY

Under general supervision, inspects installations to ensure compliance with all building and construction regulations; provides assistance to contractors and the general public on pertinent regulations; and prepares and maintains inspection records and reports..

DISTINGUISHING CHARACTERISTICS

The Building Inspector II is the journey level classification within the Building Inspector series and is expected to perform the full range of building inspection duties. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This classification is distinguished from the Building Inspector I in that the latter is a training classification which does not require the acquisition of certifications. The Building Inspector II is distinguished from the Building Inspector III in that the latter is an advanced journey level classification responsible for performing the more complex work assigned to the series, and which requires the acquisition of Building, Plumbing, Electrical, and Mechanical certifications.

EXAMPLES OF ESSENTIAL DUTIES

Performs combination inspections; inspects structural, plumbing, mechanical and electrical installations and swimming pools to ensure compliance with adopted codes in all residential and commercial projects; adopted codes shall include, in part, the Building, Plumbing, Mechanical and Electrical Codes, State Energy and Handicapped Codes, City Ordinances and State and local laws and codes where appropriate; reviews and approves residential and commercial plans and layouts prior to issuance of permits; investigates new and existing construction for evidence of illegal practices such as

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: BUILDING INSPECTOR II

DATE: DECEMBER 2006

construction, demolition, and alterations; checks existing construction for suitability of occupancy classification and for evidence of deterioration and hazardous conditions; meets with business and property owners with respect to certificate of occupancy, inspections, and certificates; assists and advises contractors, craftsmen and homeowners regarding pertinent regulations; assembles and writes reports including inspection reports, correction notices, reinspection fees, stop work orders, and construction site stormwater runoff reports; maintains records of work performed; makes code interpretations; answers verbal and written complaints in regard to all types of building installations as assigned; deals with difficult people in a constructive manner; analyzes practices and recommends improvements; delivers and promotes quality customer service; and performs related duties and responsibilities as assigned.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. Management reserves the right to add, modify, change or rescind work assignments as needed.

MINIMUM QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of: Adopted Building, Mechanical, Plumbing and Electrical Codes, State and local codes and standards and all other building related codes and ordinances as adopted by the State or the City of Huntington Beach; methods and practices involved in construction; arithmetic and basic algebra; basic engineering principles concerning the resistance of both lateral and vertical loading; computer equipment; quality service practices; safety issues and liability reduction.

Ability to: Conduct inspections; read and understand drawings, diagrams and specifications for construction projects; prepare reports and communications; communicate clearly and concisely, both verbally and in writing; communicate and deal effectively with architects, engineers, contractors and the general public; perform arithmetic and basic algebraic functions; ensure safety and professional work standards are met; establish and maintain cooperative working relationships with those contacted in the course of work; deliver quality customer service; work independently and as a team member; propose and administer change.

**CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION**



TITLE: BUILDING INSPECTOR II

DATE: DECEMBER 2006

Education: High school diploma or equivalent.

Experience: Five (5) years experience in a construction trade or an equivalent combination of experience and training, including one (1) year performing combination inspections for a government agency or equivalent.

Licenses/Certifications: Due to the performance of field duties that may require operation of a City vehicle, possession of a valid California driver's license may be required by time of appointment along with an acceptable driving record; certification by the International Code Council (ICC) and California Building Officials (CALBO) as a Building Inspector CBC and Electrical Inspector CEC, or as a Building Inspector CBC, Plumbing Inspector CPC, and Mechanical Inspector CMC. Certifications by other approved model code organizations in the categories indicated may be accepted if they are determined by the Director to be equivalent.

RECLASSIFICATION CRITERIA: Eligible for reclassification to Building Inspector III upon attainment of appropriate certifications and three (3) years combination inspection for a government agency, a year of which must be at the Building Inspector II level.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS – Work involves considerable physical activity in an outdoor setting with exposure to weather conditions and potential exposure to physical harm. There is frequent need to walk, talk or hear, stand, use hands to finger, handle, or feel, and climb ladders or scaffolding. Reasonable employee accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

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**CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION**



TITLE: BUILDING INSPECTOR III

DATE: DECEMBER 2006

**PERSONNEL COMMISSION APPROVAL: JULY 18, 2007
COUNCIL APPROVAL:**

JOB CODE:	0208
EMPLOYMENT STATUS:	REGULAR FULL-TIME
UNIT REPRESENTATION:	MEA
FLSA STATUS:	NON-EXEMPT

DUTIES SUMMARY

Under direction, inspects installations to ensure compliance with building and construction regulations; provides assistance to contractors and the general public on pertinent regulations; and prepares and maintains inspection records and reports.

The Building Inspector III is the advanced journey level classification within the Building Inspector series, responsible for performing the more specialized and complex work assigned to the series. Positions at this level possess a specialized expertise, are assigned tasks above the journey level, and require the acquisition of the Building, Plumbing, Electrical, and Mechanical certification.

EXAMPLES OF ESSENTIAL DUTIES

Performs combination inspections; inspects structural, plumbing, mechanical and electrical installations and swimming pools to ensure compliance with adopted codes in all residential and commercial projects; adopted codes shall include, in part, the Building, Plumbing, Mechanical and Electrical Codes, State Energy and Handicapped Codes, City Ordinances and State and local laws and codes where appropriate; reviews and approves residential and commercial plans and layouts, prior to issuance of permits; investigates new and existing construction for evidence of illegal practices such as construction, demolition, and alterations; checks existing construction for suitability of occupancy classification and for evidence of deterioration and hazardous conditions; meets with business and property owners with respect to certificate of occupancy inspections and certificates; assists and advises contractors, craftsmen and homeowners regarding pertinent regulations; assembles and writes reports including inspection reports, correction notices, reinspection fees, stop work orders and construction site stormwater runoff reports; maintains records of work performed; makes code

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CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: BUILDING INSPECTOR III

DATE: DECEMBER 2006

interpretations; assists with training of Building Inspectors I and II; advises Building Inspectors I and II on the more difficult and complex problems; answers verbal and written complaints in regard to all types of building installations as assigned; deals with difficult people in a constructive manner; analyzes practices and recommends improvements; delivers and promotes quality customer service; and performs related duties and responsibilities as assigned.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. Management reserves the right to add, modify, change or rescind work assignments as needed.

MINIMUM QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of: Adopted building, mechanical, plumbing and electrical codes, State and local codes and standards and all other building related codes and ordinances as adopted by the State or the City of Huntington Beach; methods and practices involved in construction; arithmetic and basic algebra; basic engineering principles concerning the resistance of both lateral and vertical loading; computer equipment; quality service practices; safety issues and liability reduction.

Ability to: Conduct complex inspections; read and understand drawings, diagrams and specifications for construction projects; prepare reports and communications; communicate clearly and concisely, both verbally and in writing; communicate and deal effectively with architects, engineers, contractors and the general public; perform arithmetic and basic algebraic functions; train co-workers; ensure safety and professional work standards are met; establish and maintain cooperative working relationships with those contacted in the course of work; deliver quality customer service; work independently and as a team member; propose and administer change.

Education: High school diploma or equivalent.

**CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION**



TITLE: BUILDING INSPECTOR III

DATE: DECEMBER 2006

Experience: Five (5) years experience in a construction trade or an equivalent combination of experience and training, including three (3) years performing combination inspections for a government agency or equivalent.

Certifications/License: Certification by the International Code Council (ICC) and California Building Officials (CALBO) as a Building Inspector CBC, Plumbing Inspector CPC, Electrical Inspector CEC and Mechanical Inspector CMC. Certifications by other approved model code organizations in the categories indicated may be accepted if they are determined by the Director to be equivalent. Due to the performance of field duties that may require operation of a City vehicle, possession of a valid California driver's license may be required by time of appointment along with an acceptable driving record.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS – Work involves considerable physical activity in an outdoor setting with exposure to weather conditions and potential exposure to physical harm. There is frequent need to walk, talk or hear, stand, use hands to finger, handle, or feel, and climb ladders or scaffolding. Reasonable employee accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

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**CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION**



TITLE: DEPUTY CITY CLERK

DATE: DECEMBER 2006

**PERSONNEL COMMISSION APPROVAL: JULY 18, 2007
COUNCIL APPROVAL:**

JOB CODE:	0134
EMPLOYMENT STATUS:	REGULAR FULL-TIME
UNIT REPRESENTATION:	MEA
FLSA STATUS:	NON-EXEMPT

DUTIES SUMMARY

Under immediate supervision, performs routine activities related to the acceptance, certification, publication, recording, storage and retrieval of official documents; responds to public and staff inquiries regarding policies, procedures, elections, Fair Political Practices Commission and City Council actions; and types agenda and prepares packets for City Council meetings..

DISTINGUISHING CHARACTERISTICS

The Deputy City Clerk is the entry-level job classification in the series responsible for effective customer service in responding to inquiries, filing and researching records and in ensuring compliance with the various legal requirements related to public meetings, elections and public records. This classification is distinguished from the Senior Deputy City Clerk in that the latter is the journey level of the series responsible for performing the full range of duties assigned to the series including attendance at Council meetings.

EXAMPLES OF ESSENTIAL DUTIES

Assists the public; responds to public and staff inquiries regarding policies, procedures, elections, Fair Political Practices Commission and City Council actions; ensures that legal and public hearing notices are published according to applicable codes and statutes; researches databases, zoning and municipal codes, microfiche and other records to answer public, inter-agency or intra-agency inquiries; certifies official copies of public records; compiles vault records; inputs data for identifying label in computer data base; sets up files for retrieval in records management system; maintains functional filing system by category (alpha/numeric); maintains ordinance/resolution log; certifies published affidavits for ordinances; types agenda and action agendas for City Council meetings; prepares agenda packets for meetings; coordinates the execution, certification, publication and recording of documents, and processing contracts, bids, public hearings and deeds; codifies City's municipal and zoning codes; distributes code updates to subscription lists; determines file numbers to facilitate file retrieval; ensures that department website is updated with changes in Municipal Code and Zoning and

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: DEPUTY CITY CLERK

DATE: DECEMBER 2006

Subdivision Ordinance code; performs duties such as payroll, ordering supplies and materials, and maintaining the petty cash fund; composes and types correspondence; administers oaths; attends bid openings; may act as a notary and provide passport services to the public; accepts and records claims against the City; and performs related duties and responsibilities as assigned.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of: California state laws including the Ralph M. Brown Act, City Charter, City codes, Statutes governing public meetings, elections (Fair Political Practices Commission regulations) and records retention; basic legal terminology; business English, spelling and grammar; general office procedures, methods, and equipment; basic math principles; effective public relations/customer service principles, practices and techniques.

Ability to: Utilize general office equipment such as telephone, fax machine, transcriber, tape duplicator, dual tape recorder, printers, copiers, and computers and associated software; research issues, compile data and prepare a report of findings; transcribe notes into meeting minutes; prioritize tasks with competing demands to ensure work is completed in a timely manner; accurately maintain computerized and manual filing systems; communicate effectively both, verbally and in writing; establish and maintain cooperative work relationships with those contacted in the course of work.

Education: High school diploma or equivalent.

Experience: Two (2) years of clerical experience. Experience involving public contact preferred.

Certification: May require State of California Notary Public; may require Passport Agent Certification

**CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION**



TITLE: DEPUTY CITY CLERK

DATE: DECEMBER 2006

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS – Work involves light to moderate work in an office setting and ability to attend evening meetings. There is a frequent need to sit and an infrequent need to stand, walk and to lift objects 10 to 20 pounds., Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

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**CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION**



TITLE: SENIOR DEPUTY CITY CLERK

DATE: DECEMBER 2006

**PERSONNEL COMMISSION APPROVAL: JULY 18, 2007
COUNCIL APPROVAL:**

JOB CODE:	0135
EMPLOYMENT STATUS:	REGULAR FULL-TIME
UNIT REPRESENTATION:	MEA
FLSA STATUS:	NON-EXEMPT

DUTIES SUMMARY

Under general supervision, assists in organizing and composes the City Council Agenda; attends Council meetings with the City Clerk, writes minutes of City Council meetings; and performs administrative duties in support of the City Clerk's office.

DISTINGUISHING CHARACTERISTICS

The Senior Deputy City Clerk is the journey level classification within the Deputy Clerk series. This classification is distinguished from the entry level Deputy City Clerk class by the performance of the full range of duties and the level of independent judgement and initiative exercised in performance of complex assignments, which must be completed under short deadlines. It is further distinguished from the Deputy City Clerk in that the Senior Deputy City Clerk attends Council meetings.

EXAMPLES OF ESSENTIAL DUTIES

Attends City Council, Redevelopment Agency, Public Financing meetings with the Assistant City Clerk or in place of the Assistant City Clerk as required; takes minutes during meetings; writes, edits, proofreads and submits in finished form for City Council approval; reviews and compiles information submitted by departments; posts meeting agendas pursuant to State Law; with, or in absence of the Assistant City Clerk, attends agenda review meetings with City Administration to review proposed agenda documents; interacts with departments to coordinate agenda preparation; makes revisions and adds documentation as required; accepts and reviews new items, and makes additions to agenda; attends post-meeting briefing to discuss City Council action; interacts with other department employees in coordinating agenda preparation; within budget guidelines, procures goods and services as needed; performs notarial duties including notarizing and certifying documents; administers oath of office; provides customer service at counter and over the phone in response to requests from the public and staff; may provide work direction to Deputy City Clerks; coordinates their work in copying materials for the agenda document and in maintaining records of completed meetings; responds to the public and staff inquiries regarding policies, procedures,

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: SENIOR DEPUTY CITY CLERK

DATE: DECEMBER 2006

elections, Fair Political Practices Commission and City Council actions; ensures legal and public hearing notices are published according to applicable codes and statutes; researches databases, zoning and municipal codes, microfiche and other records to answer public, inter-agency or intra-agency inquiries; certifies official copies of public records; certifies published affidavits for ordinances; coordinates the execution, certification, publication and recording of documents, and processing contracts, bids, public hearings and deeds; codifies City's municipal and zoning codes; and performs related duties and responsibilities as assigned.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. Management reserves the right to add, modify, change or rescind work assignments as needed.

MINIMUM QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of: In depth knowledge of City Charter and the Ralph M. Brown Act, California Public Records Act, and other municipal codes, regulations and statutes governing Council meetings; basic legal terminology; Notary Public processes and regulations; processes for developing and preparing agendas and minutes, recordkeeping principles and practices; public procurement policies as they relate to bid opening and communication processes; principles of business correspondence; effective public relations/customer service principles and practices; functions and organization of municipal government; and election and campaign filing regulations.

Ability to: Prepare, develop, and submit meeting minutes; coordinate agenda preparation activities; ensure the proper posting of meeting notices; perform diverse duties requiring a wide variety of contact with all levels; review and compile information; prepare clear and concise minutes, agendas, and related documents; perform election procedures; research issues; compile data and prepare a report of findings; write Council meetings minutes; prioritize and organize tasks with competing demands to ensure work is completed in a timely manner; prepare clear and concise reports, memoranda, and correspondence; communicate effectively, verbally and in writing; utilize general office equipment such as telephone, fax machine, transcriber, tape duplicator, dual tape recorder, printers, copiers, and computers and associated software; establish and maintain cooperative work relationships with those contacted in the course of work.

Education: High school diploma or equivalent.

Experience: Three (3) years of progressively responsible administrative support

**CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION**



TITLE: SENIOR DEPUTY CITY CLERK

DATE: DECEMBER 2006

experience in a municipal clerk's or law office, or closely related experience.

License/Certificate: State of California Notary Public, appointment as a Deputy Registrar of Voters, and Passport Agent certification may be required.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS – Work involves light to moderate work in an office setting and ability to attend evening meetings. There is a frequent need to sit and an infrequent need to stand, walk, and lift objects 10 to 20 pounds. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

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**CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION**



TITLE: FIRE SAFETY PROGRAM SPECIALIST

DATE: DECEMBER 2006

**PERSONNEL COMMISSION APPROVAL: JULY 18, 2007
COUNCIL APPROVAL:**

JOB CODE:	0260
EMPLOYMENT STATUS:	REGULAR FULL-TIME
UNIT REPRESENTATION:	MEA
FLSA STATUS:	NON-EXEMPT

DUTIES SUMMARY

Under direction, reviews and approves site plans for events held in the City or City convention centers; inspects and issues fire permits; develops and implements the Fire Department public education programs; and provides emergency incident information to the media.

EXAMPLES OF ESSENTIAL DUTIES

Reviews and, within authorized guidelines, approves event site plans for events held in the City or convention centers; performs inspections; processes and issues fire permits; coordinates the development and implementation of the Fire Department public education programs; provides emergency incident information to the media; implements fire prevention and life/fire safety programs and presents to community and school groups; provides instruction relative to identifying and correcting potential fire hazards in the home; works with residents to utilize a standard fire safety check list; conducts residential fire safety inspections to eliminate hazardous conditions; provides instruction to citizens relative to escape planning in the event of fire; implements City and Countywide Life Safety Education Programs, using available resources in a cost-efficient manner; plans, markets, solicits funds, recruits, trains, and supervises volunteers; recruits, trains, schedules, and supervises Project SHIP (Senior Home Inspection Program) volunteers and identifies corporate funding resources; develops and presents educational programs to community groups, businesses and schools; provides evacuation and fire extinguisher training to businesses for OSHA compliance; interviews juvenile fire setters and their parents to determine if and what kind of intervention and/or restitution program is appropriate; reviews fire incident statistical data to determine what areas of the community require an emphasis in fire prevention instruction; instructs City employees in proper procedures and conduct during emergency situations; plans, composes and produces written materials outlining fire prevention practices and procedures; assists engine companies in the implementation of specific district programs; instructs citizens with respect to the extinguishment of

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: FIRE SAFETY PROGRAM SPECIALIST

DATE: DECEMBER 2006

minor fires, pending the arrival of the Fire Department; provides instruction to hospitals and convalescent homes relative to life/fire safety and escape planning; uses various demonstration props and audio visual equipment; performs Fire Department public information duties at fire scene incidents; acts as Department liaison to the radio, TV and press; designs and produces public education and promotional materials such as flyers, brochures, and annual Department reports; writes press releases for local newspapers, newsletters, and trade magazines; provides staff support for emergency operations center; serves as liaison on assigned committees, and performs related duties and responsibilities as assigned.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of: National Fire Protection Association Curriculums and Guidelines, Uniform Fire Code, Building Code, City Ordinances, Fire Department Policy Manual, OSHA Guidelines; fire extinguishers, smoke detectors, CO2 detectors; methods and techniques of developing educational and informational materials; fundamentals of training programs; principles and practices of recordkeeping.

Ability to: Read and understand fire safety manuals, codes, and procedures; communicate clearly and concisely with Department personnel, the media, community groups, businesses, and residents, both verbally and in writing; develop and produce various forms of media for presentation to various groups; identify fire hazards and recommend corrective procedures; analyze and understand fire incident statistical data; develop and implement educational and informational programs; and direct the work of volunteer staff.

Education: High school diploma or equivalent; courses in fire prevention, fire inspection, fire education; prefer bilingual language skills.

Experience: Three (3) years in public relations or community services.

Licenses/Certifications: Possession of a valid California driver's license by time of appointment.

**CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION**



TITLE: FIRE SAFETY PROGRAM SPECIALIST

DATE: DECEMBER 2006

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS – Work involves light to moderate work in an office setting. There is a frequent need to sit and infrequent need to stand, walk and to lift objects 10 to 20 pounds. Employee accommodations for physical disabilities will be considered on a case-by-case basis.

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CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: GEOGRAPHIC INFORMATION SYSTEM ANALYST I
DATE: DECEMBER 2006

PERSONNEL COMMISSION APPROVAL: JULY 18, 2007
COUNCIL APPROVAL:

JOB CODE:
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEA
FLSA STATUS: NON-EXEMPT

DUTIES SUMMARY

Under general supervision, performs routine professional office and field duties involved in the development, implementation, operation, performance, and maintenance of the City's Geographic Information System (GIS) program; assists in the design, storage, and analysis of data which is referenced spatially; responds to requests and provides Geographic Information System data to City departments, outside agencies, and the public. **See Systems Environment attachment (pages 4 – 5.)**

DISTINGUISHING CHARACTERISTICS

The GIS Analyst I is the entry level classification within the GIS Analyst series. This classification is distinguished from the GIS Analyst II by the performance of the more routine tasks and duties assigned to position. Positions at this level are not expected to function with the same amount of program knowledge or skill level as positions allocated to the GIS Analyst II level and usually exercise less independent discretion and judgment in matters related to work procedures and methods.

EXAMPLES OF ESSENTIAL DUTIES

Assists in the development, implementation, operation, performance, and maintenance of the City's Geographic Information System; assists with analyzing spatial and tabular information to solve problems involving logical/physical entity relationships and geographic relationships; assists with updating GIS databases; develops and programs basic GIS applications using a variety of programming languages; develops query and relational query methodologies for the manipulation of geographically referenced data; develops and maintains digital base maps; creates topology files for theme integration; interfaces with surveyors to implement GPS control points collected in the field; checks positional and relative accuracy of GPS data; performs backups of all GIS related data; provides technical support to City departments and other clients requesting GIS products ensuring clients receive accurate products including maps, charts, and graphs

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: GEOGRAPHIC INFORMATION SYSTEM ANALYST I
DATE: DECEMBER 2006

in a timely and appropriate manner; prepares GIS system documentation; and performs related duties and responsibilities as assigned.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

MINIMUM QUALIFICATIONS:

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of: Use, capabilities, characteristics, and limitations of GIS; personal and network computer systems and related equipment; computer repair and maintenance procedures and techniques; principles and practices used in the operation of relational database management systems; cartographic, demographic, and statistical methods and standards; geography; digital orthophotography principles and practices; Structured Query Language and related concepts; data schemas; geodetic GPS accuracy standards; surveying principles, procedures, and techniques; mathematical principles including trigonometry and geometry; modern office procedures, methods, and equipment including computers; recent developments, current literature and information related to the fields of GIS, network systems and computer work stations.

Ability to: Learn to design, implement, maintain, and operate relational database management systems; troubleshoot software and hardware problems; operate a variety of computer equipment and software relative to the assigned area of responsibility; read, interpret, and apply knowledge gained from complex technical publications, manuals, and other documents; respond to requests and inquiries from City departments, outside organizations, and the public; communicate clearly and concisely, both verbally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

Education: A Bachelor's degree from an accredited college or university with major course work in geographic information systems, geography, cartography, computer science, or related field.

Experience: One (1) year of experience working with geographic information systems or closely related areas.

Licenses/Certifications: Possession of a valid California driver's license by time of appointment.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: GEOGRAPHIC INFORMATION SYSTEM ANALYST I

DATE: DECEMBER 2006

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS -- Work involves sedentary to light work in an office environment. There is frequent need to sit for extended periods and to lift light objects (up to 15 pounds) and perform other similar actions during the course of the workday. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

**CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION**



**TITLE: GEOGRAPHIC INFORMATION SYSTEM ANALYST I
DATE: DECEMBER 2006**

**CITY OF HUNTINGTON BEACH
INFORMATION SYSTEMS DEPARTMENT
JOB SPECIFICATION ATTACHMENT**

May 21, 2003

SYSTEMS ENVIRONMENT:

Network

The City's network is NT with all Cisco hardware including a Cisco 6509 core switch. Remote sites are connected via ISDN or fractional T-1 lines. Firewalls are Cisco Pix. Client server environment with 100mb fast Ethernet. TCP/IP is the protocol with address resolution via DNS and WINS. Client addressing is static. Monitoring of critical devices is via Cisco Works and Ipswitch Whatsup! Gold. There are multiple domains that will be collapsed at some point to only 1 or 2. There are approximately 1000 users.

Public Safety

Police are migrating in 2003 from a Unidata GEAC CAD/RMS system to Intergraph's CAD/RMS running on Windows 2000 and SQL. Police use the county's 800Mhz system. The City has an internal radio group that maintain the police radios which are ASTRO spectra 800's in the cars and portable XTS 3000's. MDCs in the cars are Motorola MW520s and motors use Panasonic Toughbooks. MDCs will be replaced as phase 2 of the Intergraph project. Motorola is currently under contract to install an independent wireless network utilizing 802.11b & g to operate in conjunction with the existing 800Mhz infrastructure.

Fire is currently contracting with Anaheim for CAD services. RMS is Firehouse, and Telestaff is used for scheduling.

**CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION**



**TITLE: GEOGRAPHIC INFORMATION SYSTEM ANALYST I
DATE: DECEMBER 2006**

Business Systems

The City utilizes JD Edwards OneWorld Xe ERP system on Windows 2000 and SQL. Citrix servers are used for thin clients. JD Edwards comprises all the city's financials. Kronos is a timecard system on a Windows 2000 server and SQL. Cityview is the permitting system that will be used by multiple departments for permits, code enforcement, plan check, business licenses, etc. It also runs on Windows 2000 and SQL. GIS utilizes ESRI's software running on Windows 2000. Office Automation is Microsoft Exchange 5.5 Server in a Windows 2000 active/passive cluster configuration. Utiligy is a custom utility billing system that runs on an NT server and SQL. It intergrates with a Radex meter reading system. Crystal reports is used to produce bills and notices.

Microsoft Internet Explorer 6.x is the web browser. Connectivity is over 2 channelized T-1's and content filtering is provided by 8E6 R2000. The City continually expands the uses for its website, and plans to tie many of its business apps to the web such as paying utility bills and purchase of basic permits. There are also plans to build a robust intranet environment. City uses Ektron CMS200 for website content management and Cold Fusion 5.0 for website application development. The web servers are IIS 5.0/Apache running on Windows 2000.

Operations

The City's current desktop standards are Windows 2000 Pro, and Office 2000 Pro. The server and client hardware standard is Dell Power/Edge servers and Dell Optiplex workstations.

The City utilizes NAS for file sharing and database backups. Backups are performed with Syncsort Backup Express software and a Spretca Logic Gator 12000 tape library. Servers are backed up via TCP/IP. Filers are backed up via NDMP. Norton Anti-virus is the virus protection software.

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CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: INFORMATION SYSTEMS ANALYST I/II/III/IV/SR
DATE: DECEMBER, 2006

PERSONNEL COMMISSION APPROVAL: JULY 18, 2007
COUNCIL APPROVAL:

JOB CODE:	0115/0505/0116/0117/0118/0499
EMPLOYMENT STATUS:	REGULAR FULL-TIME
UNIT REPRESENTATION:	MEA: ISA I-IV
	MEO: SENIOR ISA
FLSA STATUS:	EXEMPT

DUTIES SUMMARY

Performs programming, testing, troubleshooting, installation, implementation, documentation and maintenance of assigned systems, databases, programs and applications; troubleshoots, analyzes and resolves systems and applications hardware and software problems; analysts may be focused on specific areas such as networks, business applications, office automation, public safety, Web development or other business systems. .

DISTINGUISHING CHARACTERISTICS

INFORMATION SYSTEMS ANALYST I

This is the entry and first working level into the Information Systems Analyst series. Positions at this level receive on the job training in order to learn and develop competencies in performing the essential functions of the job and to apply City and department policies and procedures in the assigned area of work.

INFORMATION SYSTEMS ANALYST II

This is the second working and journey level within the Information Systems Analyst series; incumbents at this level are expected to perform the full range of duties in an assigned support area such as training, programming, testing, de-bugging, installing, documenting, and maintaining assigned applications including hardware and software. Incumbents may also have limited project responsibilities for less complex applications within their department

INFORMATION SYSTEMS ANALYST III

This is the third and advanced journey level within the Information Systems Analyst series responsible for performing more complex application design, development, implementation, documentation and maintenance for City-wide or complex department applications. Incumbents at this level may be assigned project management duties for

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: INFORMATION SYSTEMS ANALYST I/II/III/IV/SR

DATE: DECEMBER, 2006

the applications supported.

INFORMATION SYSTEMS ANALYST IV

This is the fourth working level within the Information Systems Analyst series. Incumbents at this level are responsible for the design, development, implementation, documentation and maintenance of complex City-wide or critical department applications. Incumbents at this level also serve as project manager on the applications supported when required.

SENIOR INFORMATION SYSTEMS ANALYST

This is the fifth and highest working level in the Information Systems Analyst series. Incumbents at this level provide leadership to other professional and technical staff in the design, development, testing, documentation and maintenance of City-wide business applications such as JD Edwards, office automation, and City-View. These positions also serve as technical experts in their assigned areas.

EXAMPLES OF ESSENTIAL DUTIES

Performs systems administration duties on assigned systems; installs, tests, de-bugs and maintains applications within an assigned area; creates design documents; writes codes; analyzes user needs by evaluating manual processes and identifying technology solutions; designs, develops, tests, trains users, documents and maintains various databases; produces reports through databases or using report writing tools; sets up processes; troubleshoots and resolves issues at the server level; develops quality technical documentation on processes, databases, and programs; may perform project management duties on assigned systems projects; may be assigned full responsibility for specific systems and databases; may be focused on a specific area such as networks, office automation training, document imaging, financials, web development and maintenance, or public safety systems; performs research, gathers costing information, recommends hardware and software; gathers vendor quotes and assists in budget preparation; maintains effective relationships with vendors and their technical support personnel; trains users on database or software applications; creates training curricula and facilitates training for City employees on assigned applications; performs system administration tests such as database security management and disaster recovery; implements access controls; creates and tests back up procedures; validates data integrity; evaluates, plans, implements, and integrates new systems; troubleshoots and resolves network problems and ensures security; serves as liaison between end users and members of the project team; develops web applications, business objects, server components and data interfaces; attends and participates in professional group

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: INFORMATION SYSTEMS ANALYST I/II/III/IV/SR
DATE: DECEMBER, 2006

meetings; stays abreast of latest trends and innovation in technology field; studies the overall functions of assigned areas in specific departments to better analyze automation needs; works with IS Links to improve services, policies, and procedures; assists in development and maintenance of City-wide standards, policies, and procedures; assists other workgroups as assigned; provides consultation and integration services; configures and installs servers; studies and charts systems and procedures workflow; and performs related duties and responsibilities as assigned.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Mandatory requirements of all Analyst series classifications:

Must be able to carry a call out device and respond to emergency services call out; must pass a police background investigation; possession of a valid class "C" California driver's license by time of appointment; must read, sign, and commit to abiding by City standards, policies and procedures.

INFORMATION SYSTEMS ANALYST I

Knowledge of: Operations, services and activities of information systems programs; principles and practices of computer science and information systems; basic operational characteristics of a variety of computer systems, applications, hardware, software and peripheral equipment; time management principles and techniques; customer service principles and practices; basic technical writing and documentation methods and techniques; a variety of common operating systems, database platforms and programming languages; basic programming methods and techniques; basic systems and software application troubleshooting methods and techniques; principles, practices, methods and techniques used in the installation, troubleshooting and maintenance of systems and applications; proper grammar, punctuation and spelling; pertinent Federal, State and local codes, laws and regulations.

Ability to: Perform routine programming duties; troubleshoot system and application problems using logical and methodical processes; read, interpret and apply technical publications, manuals and other documents; learn to install, troubleshoot, test and support systems and applications; provide technical support to systems or application

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: INFORMATION SYSTEMS ANALYST I/II/III/IV/SR

DATE: DECEMBER, 2006

design and development projects; learn to create reports, presentations and other special documents through database and report writing tools; work both independently and as a cohesive team member; learn methods and techniques of using a variety of application design and development tools; learn principles and practices of quality assurance; learn methods and techniques of programming a variety of applications and systems; communicate clearly and concisely, both verbally and in writing; establish and maintain effective working relationships with those contacted in the course of work; adapt to a fast paced environment and work both independently and as part of a team.

Education: Associate degree in Computer Science or closely related field; Bachelor's degree preferred.

Experience: Two (2) or more years as a Senior Technician or equivalent; one (1) or more years as a programmer.

INFORMATION SYSTEMS ANALYST II

Knowledge of: In addition to the Information Systems Analyst I knowledge requirements, note that the "basic" designation at the I level are removed; incumbents at the II level should also have the identified knowledge of: information systems security concepts, practices and methods; principles and practices of quality assurance; principles and techniques of project management; network principles.

Ability to: In addition to the ability requirements of Information Systems Analyst I, the "learning" designation at the I level are removed; incumbents at the II level should have the identified abilities of; analyze, identify and resolve systems and applications malfunctions; analyze, troubleshoot and remediate systems and application errors; effectively communicate technical information to users; maintain service attitude; apply organizational methods and practices to manage workload effectively and efficiently; cross train others; absorb and apply higher-level technical information;

Education: Associate's degree in Computer Science or closely related field. Bachelor's degree preferred.

Experience: Two (2) years or more as an Information Systems Analyst I or equivalent.

INFORMATION SYSTEMS ANALYST III

Knowledge of: In addition to knowledge requirements of Information Systems Analyst I/II; advanced detection, diagnosis and resolution of complex malfunctions of systems

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: INFORMATION SYSTEMS ANALYST I/II/III/IV/SR
DATE: DECEMBER, 2006

and applications; operational characteristics of a variety of operating systems and environments; principles and practices of network design and administration, database administration and security methods.;

Ability to: In addition to abilities of Information Systems Analyst I/II; provide assistance to other workgroups as needed; work as a leader and/or member in teams assigned advanced technical projects; train and cross-train in advanced technical concepts and disciplines.

Education: Associate's degree in Computer Science or closely related field. Bachelor's degree preferred.

Experience: Two (2) years or more as an Information Systems Analyst II or equivalent.

INFORMATION SYSTEMS ANALYST IV

Knowledge of: In addition to knowledge requirements of Information Systems Analyst I/II/III; advanced and specialized troubleshooting, diagnosis and problem resolution in focused areas such as City wide business applications, website development, networks, financials, Public Safety systems, etc; advanced and specialized expert knowledge of focused software such as operating systems, programming languages, database platforms and City wide applications; advanced tools and techniques for focused problem resolution; relational database management concepts; web based languages and network technologies;

Ability to: In addition to abilities of Information Systems Analyst I/II/III; provide high level, advanced technical support to specialized areas and environments; provide a leadership role in teams or in managing assigned projects.

Education: Bachelor's degree in Computer Science or a closely related field; completion of specialized training or specific software applications so as to be considered an advanced technical support resource in that field of expertise.

Experience: Two (2) or more years as an Information Systems Analyst III or equivalent; two (2) or more years in a focused specific discipline.

SENIOR INFORMATION SYSTEMS ANALYST

Knowledge of: In addition to knowledge requirements of Information Systems Analyst I/II/III/IV; expert level on systems and software services, activities, procedures and responsibilities; expert level on various programming languages, database

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: INFORMATION SYSTEMS ANALYST I/II/III/IV/SR
DATE: DECEMBER, 2006

administration or systems; expert level on one or more focused disciplines.

Ability to: In addition to abilities of Information Systems Analyst I/II/III/IV; effectively perform all duties of an Analyst at an expert level; provide leadership to advanced systems projects and tasks; effectively train lower level staff and end users; effectively communicate technical information orally and in writing; perform complex analytical tasks; identify, recommend and implement improvements to systems, applications and service delivery; perform various supervisor level duties in supervisor's absence or as needed.

Education: Bachelor's degree in Computer Science or closely related field; for focused areas, certification in multiple disciplines or multiple certifications in a focused discipline.

Experience: Two (2) or more years as an Information Systems Analyst IV or equivalent; three (3) or more years in a specific, focused discipline.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS – Work involves sedentary to light work in an office environment. There is frequent need to sit for extended periods and to lift light objects (up to 15 pounds) and perform other similar actions during the course of the workday. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: INFORMATION SYSTEMS ANALYST I/II/III/IV/SR
DATE: DECEMBER, 2006

CITY OF HUNTINGTON BEACH
INFORMATION SYSTEMS DEPARTMENT
JOB SPECIFICATION ATTACHMENT
May 21, 2003

SYSTEMS ENVIRONMENT:

Network

The City's network is NT with all Cisco hardware including a Cisco 6509 core switch. Remote sites are connected via ISDN or fractional T-1 lines. Firewalls are Cisco Pix. Client server environment with 100mb fast Ethernet. TCP/IP is the protocol with address resolution via DNS and WINS. Client addressing is static. Monitoring of critical devices is via Cisco Works and Ipswitch Whatsup! Gold. There are multiple domains that will be collapsed at some point to only 1 or 2. There are approximately 1000 users.

Public Safety

Police are migrating in 2003 from a Unidata GEAC CAD/RMS system to Intergraph's CAD/RMS running on Windows 2000 and SQL. Police use the county's 800Mhz system. The City has an internal radio group that maintain the police radios which are ASTRO spectra 800's in the cars and portable XTS 3000's. MDCs in the cars are Motorola MW520s and motors use Panasonic Toughbooks. MDCs will be replaced as phase 2 of the Intergraph project. Motorola is currently under contract to install an independent wireless network utilizing 802.11b & g to operate in conjunction with the existing 800Mhz infrastructure.

Fire is currently contracting with Anaheim for CAD services. RMS is Firehouse, and Telestaff is used for scheduling.

Business Systems

The City utilizes JD Edwards OneWorld Xe ERP system on Windows 2000 and SQL. Citrix servers are used for thin clients. JD Edwards comprises all the city's financials. Kronos is a timecard system on a Windows 2000 server and SQL. Cityview is the permitting system that will be used by multiple departments for permits, code enforcement, plan check, business licenses, etc. It also runs on Windows 2000 and SQL. GIS utilizes ESRI's software running on Windows 2000. Office Automation is Microsoft Exchange 5.5

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: INFORMATION SYSTEMS ANALYST I/II/III/IV/SR

DATE: DECEMBER, 2006

Server in a Windows 2000 active/passive cluster configuration. Utiligy is a custom utility billing system that runs on an NT server and SQL. It intergrates with a Radex meter reading system. Crystal reports is used to produce bills and notices.

Microsoft Internet Explorer 6.x is the web browser. Connectivity is over 2 channelized T-1's and content filtering is provided by 8E6 R2000. The City continually expands the uses for its website, and plans to tie many of its business apps to the web such as paying utility bills and purchase of basic permits. There are also plans to build a robust intranet environment. City uses Ektron CMS200 for website content management and Cold Fusion 5.0 for website application development. The web servers are IIS 5.0/Apache running on Windows 2000.

Operations

The City's current desktop standards are Windows 2000 Pro, and Office 2000 Pro. The server and client hardware standard is Dell Power/Edge servers and Dell Optiplex workstations.

The City utilizes NAS for file sharing and database backups. Backups are performed with Syncsort Backup Express software and a Sprecra Logic Gator 12000 tape library. Servers are backed up via TCP/IP. Filers are backed up via NDMP. Norton Anti-virus is the virus protection software.

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CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: SENIOR CRIMINALIST

DATE: DECEMBER 2006

PERSONNEL COMMISSION APPROVAL: JULY 18, 2007
COUNCIL APPROVAL:

JOB CODE:	0120
EMPLOYMENT STATUS:	REGULAR FULL-TIME
UNIT REPRESENTATION:	MEA
FLSA STATUS:	NON-EXEMPT

DUTIES SUMMARY

Under direction, provides expert collection, preservation, scientific analysis, and documentation of physical evidence in criminal and civil legal matters; conducts examinations of physical and biological evidence in both the laboratory and the field; provides training to others in technical skills related to supporting forensic examinations and procedures; and assists with the reconstruction of events that occurred during the commission of a crime.

DISTINGUISHING CHARACTERISTICS

The Senior Criminalist performs a variety of highly specialized technical research and scientific analysis of evidence in the laboratory and the field. This classification is proficient in all areas of scientific analysis in the Unit, trains others in the field, and may provide lead supervision and training to lower level staff.

EXAMPLES OF ESSENTIAL DUTIES

Performs forensic and laboratory analysis of collected physical and biological evidence from crime scenes; performs a variety of highly specialized and complex technical tasks in searching, collecting and analyzing evidence; may assign, plan, and review the work of assigned staff to ensure proper work methods and products; performs analysis of narcotics and dangerous drugs in biological fluids and solid dosage forms; performs serological and DNA analysis on all forms of biological materials; performs analysis of all forms of trace evidence; performs examinations of firearms, bullets, casings, powder patterns, and gunshot residue; performs blood alcohol and toxicology analyses; performs chemical and physical analysis, as well as microscopic examinations for identification and comparison of evidence; analyzes, identifies, and compares evidence to connect with the perpetrator of a crime; develops methods of identifying new drugs of organic or synthetic origin; makes independent field investigations at the scenes of crimes and other pertinent locations, searching for, collecting, photographing and preserving evidence subject to laboratory analysis and comparison; reconstructs

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: SENIOR CRIMINALIST

DATE: DECEMBER 2006

situations of a crime in the demonstration and proof of the connection of persons, instruments, or materials with the crime; prepares findings for court presentation; testifies in court concerning scientific facts as established in the analysis of evidence; studies and applies new techniques and procedures in the field of criminalistics; consults and coordinates with other law enforcement agencies; provides technical training in the field of forensic examinations and procedures; consults with staff, detectives, police officers, deputy district attorneys and other law enforcement officials regarding procedures and analyses; prepares statistical and other related reports; monitors safety practices within the laboratory, MSDS filing, and manages the disposal of hazardous chemical and biological waste; prepares laboratory maintenance logs; orders and maintains stock supplies; and performs related duties and responsibilities as assigned.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of: Principles, methods and procedures, materials and techniques of toxicology, chemistry, physics, biochemistry, physiology, and photography; laws of evidence, criminal procedures, crime, courtroom procedures and testimony; investigative methods and techniques; principles of lead supervision and training; recent developments and sources of information relative to criminalistics.

Ability to: Conduct a wide variety of technical, chemical and other comparative laboratory analysis; present evidence in court as an expert witness; use various laboratory equipment, measuring devices, firearms, digital imaging equipment, and other tools used in the laboratory; lead, plan, assign and review the work of assigned staff.

Education: Bachelor's of Science degree in Criminalistics, Chemistry, Biochemistry, Biology, natural sciences involving chemical analyses or a closely related field; specialized training in law enforcement.

Experience: Three (3) years as a Criminalist and proficiency in all areas of scientific analysis performed in the unit.

**CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION**



TITLE: SENIOR CRIMINALIST

DATE: DECEMBER 2006

Licenses/Certifications: Possession of a valid California driver's license by time of appointment; must pass an extensive background check.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS – Work involves exposure to potential physical harm. There is frequent need to stand, reach overhead, sit, stoop, walk, work in confined spaces, and perform other similar actions during the course of the workday. Must be able to work any shift, including weekends and holidays. Must be able to report to a crime scene at any time. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

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**CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION**



TITLE: CONSTRUCTION INSPECTOR I

DATE: DECEMBER 2006

**PERSONNEL COMMISSION APPROVAL: JULY 18, 2007
COUNCIL APPROVAL:**

JOB CODE:	0172
EMPLOYMENT STATUS:	REGULAR FULL-TIME
UNIT REPRESENTATION:	MEA
FLSA STATUS:	NON-EXEMPT

DUTIES SUMMARY

Under immediate supervision, receives on-the-job training for a period of six months to one year to assist in performing basic types of inspections related to public works construction including capital improvements, projects in the public right-of-way and subdivisions..

DISTINGUISHING CHARACTERISTICS

The Construction Inspector I is the entry level classification within the Construction Inspection series, incumbents at this level receive on-the-job training in order to learn and develop competencies in performing the essential functions of the job and to apply City and department policies and procedures in conducting public works project inspections. The Construction Inspector I is expected to learn how to perform, at an acceptable level, detailed inspections on a variety of public works projects, including inspection of streets, storm drain and water systems, to develop a thorough working knowledge of departmental policies and procedures, and prior to consideration for promotion to the journey level of Construction Inspector II, to obtain one of the designated certifications.

EXAMPLES OF ESSENTIAL DUTIES

Within a learning and on-the-job training capacity, performs periodic and detailed inspections both above and below ground in confined spaces on assigned construction projects by contractors or developers to ensure quantity and quality control and integrity of the work as prescribed by approved plans, specifications, standards, applicable codes, ordinances or other requirements; prepares necessary field records and reports as required for approval of assigned work; utilizes various field measurement, field testing and inspection techniques in various phases of construction to ensure compliance with City requirements; performs inspections for grading, concrete sidewalk, curbs and gutters, driveway approaches, street lights, traffic signing, asphalt paving, structural road sections, sewage systems, water systems, storm drainage systems, catch basins, culverts, and other work required on permits, subdivision developments

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: CONSTRUCTION INSPECTOR I

DATE: DECEMBER 2006

and minor contracts; directs and enforces provisions for public safety, pedestrian and vehicle safety in accordance with standards, traffic division directives, and Police or Fire Department requests; coordinates work with contractors, developers, other departments, other public and private agencies, engineers and all involved; investigates complaints and requests related to the inspection requirements of the Public Works Department; and performs related duties and responsibilities as assigned.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

MINIMUM QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of: Standard Specifications for Public Works Construction, Federal, State and local laws, ordinances, codes and regulations including the Uniform Building Code and related codes and regulations; construction and related materials, tools and equipment; and occupational safety and hazards related to construction work.

Ability to: Learn to read, interpret and analyze construction plans, specifications and manuals; prioritize tasks and meet deadlines; learn departmental policies and procedures; successfully complete confined space training as provided by the City within six months of employment; learn construction inspection principles and techniques and safely work in confined spaces both above and below ground to perform inspections; make mathematical computations; deliver quality customer service; maintain and follow Department processes and regulations; ensure safety and professional work standards are met; write reports and recommendations; communicate effectively in verbal and written form; establish and maintain effective working relationships with contractors, engineers, City personnel and residents; learn and become competent with the use of a personal computer and programs such as MS Word and Excel.

Education: High school diploma or equivalent.

Experience: Two (2) years working in public works construction or related field.

Licenses/Certifications: Due to the performance of field duties that require operation of a motor vehicle, possession of a valid California Class C driver's License may be required by time of appointment.

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: CONSTRUCTION INSPECTOR I

DATE: DECEMBER 2006

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS – Work involves considerable physical activity in an outdoor setting with exposure to weather conditions, and dangerous machinery. There is frequent need to walk, talk or hear, stand, use hands and fingers to handle, feel, enter and safely work within confined spaces (above and below ground) and to lift moderately heavy objects up to 60 pounds in weight. Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

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**CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION**



TITLE: CONSTRUCTION INSPECTOR II

DATE: DECEMBER 2006

**PERSONNEL COMMISSION APPROVAL: JULY 18, 2007
COUNCIL APPROVAL:**

JOB CODE:	0463
EMPLOYMENT STATUS:	REGULAR FULL-TIME
UNIT REPRESENTATION:	MEA
FLSA STATUS:	NON-EXEMPT

DUTIES SUMMARY

Under general supervision, performs general inspections of a wide variety of construction work including capital improvements, projects completed in the public right-of-way and subdivisions; and ensures compliance with project plans, specifications, and City, State, and Federal codes and regulations...

DISTINGUISHING CHARACTERISTICS

The Construction Inspector II is the journey level classification within the Construction Inspection series and is expected to perform the full range of construction inspection duties. This classification is distinguished from the Construction Inspector I in that the latter is a training classification which does not require the acquisition of certifications. The Construction Inspector II is distinguished from the Senior Construction Inspector in that the latter is an advanced journey level classification responsible for the most complex work assigned to the series and which requires the acquisition of two of the designated certifications.

EXAMPLES OF ESSENTIAL DUTIES

Inspects both above and below ground in confined spaces all types of construction work and projects completed in the public right-of-way including asphalt paving, curbs, gutters, sidewalks, drive approaches, sewer mains and laterals, water facilities, hydrants, pump stations, storm drains, aerial and sub aqueous crossings, storm drains, public utilities, traffic signals, lighting, etc. for conformance to plans and specifications; inspects new water facility construction; disinfects and tests new or repaired water systems; performs hydrostatic testing of new water systems; enforces NPDES requirements; collects water samples and maintains records for public health purposes; performs field inspection duties, including monitoring, coordinating, evaluating and reporting of contractor activities; reviews and monitors traffic control; ensures quality control and testing coordination for compliance with City and outside agency requirements; reviews "as built" records and drawings; provides customer service to engineers, contractors and residents; answers questions and resolves construction

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: CONSTRUCTION INSPECTOR II

DATE: DECEMBER 2006

problems on-site; performs field contract administration; maintains detailed records of all contract activities, bid item quantities, time and materials and work progress on a daily basis; recommends field adjustments and redesign decisions to resolve problems or conflicts and provides input on change orders as appropriate; inspects subdivisions, residential, commercial and industrial developments for grading, erosion control, dust control, storm drainage, reinforced concrete structures, street improvements, street lighting, traffic lights, dry utilities, street signs and park landscaping; reviews soil reports for compliance with compaction of grading and trench backfill requirements; reviews engineering specifications for rough grade, line and grade of buildings, and final grading and drainage; performs a final inspection of the entire subdivision before approval of bond release; and performs related duties and responsibilities as assigned.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

MINIMUM QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of: Standard Specifications for Public Works Construction, Federal, state and local laws, ordinances, codes and regulations including the Uniform Building Code and related codes and regulations applicable to public works construction; departmental policies and procedures; construction inspection principles and techniques; construction and related materials, tools and equipment; occupational safety and hazards related to construction work; water and materials testing methods; water related inspection and testing standards as determined by regulatory agencies; related computer software applications.

Ability to: Read, interpret and analyze construction plans, specifications and manuals; undertake construction inspection projects, prioritize tasks and meet deadlines; make mathematical computations; record quantities of materials; prepare progress payments and field memoranda; resolve problems related to construction projects and contractor compliance; deliver quality customer service; maintain and follow department processes and regulations; ensure safety and professional work standards are met; successfully complete confined space training as provided by the City within six months of employment; safely work in confined spaces both above and below ground to perform inspections; write reports and recommendations; communicate effectively in verbal and written form; establish and maintain effective working relationships with contractors, engineers, City personnel and residents, use personal computers with competence,

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: CONSTRUCTION INSPECTOR II

DATE: DECEMBER 2006

including working knowledge of MS Office software applications such as MS Word and Excel.

Education: High school diploma or equivalent, supplemented by college level coursework in construction management, engineering or a related field.

Experience: Three (3) years experience working in public works construction (heavy, highway, and/or infrastructure), or closely related experience.

Licenses/Certifications: Possession of at least one of the following certifications is required: Public Works Inspector's Certificate, Public Works Certification or equivalent; International Code Conference (ICC) certificate or equivalent as a Special Inspector (concrete or structural masonry inspector), Electrical Power Inspector, or State of California Grade II or III Water Distribution Certificate. Due to the performance of field duties that requires operation of a motor vehicle, possession of a valid California Class C Driver's License may be required by time of appointment.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS – Work involves considerable physical activity in an outdoor setting with exposure to weather conditions and dangerous machinery. There is frequent need to walk, talk or hear, stand, use hands to finger, handle, or feel, enter and work within confined spaces (above and below ground), and to lift moderately heavy objects up to 60 pounds in weight. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

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CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: SENIOR CONSTRUCTION INSPECTOR

DATE: DECEMBER, 2006

PERSONNEL COMMISSION APPROVAL: JULY 18, 2007
COUNCIL APPROVAL:

JOB CODE:	0171
EMPLOYMENT STATUS:	REGULAR FULL-TIME
UNIT REPRESENTATION:	MEA
FLSA STATUS:	NON-EXEMPT

DUTIES SUMMARY

Under direction, performs general and complex inspections of a wide variety of construction work including capital improvements, projects completed in the public right-of-way and subdivisions; and ensures compliance with project plans, specifications, and City, State, and Federal codes and regulations..

DISTINGUISHING CHARACTERISTICS

The Senior Construction Inspector is the advanced journey level classification within the Construction Inspection series responsible for performing the most specialized and complex work assigned to the series. Positions at this level possess a specialized expertise, are assigned tasks above the journey level, and require the acquisition of two designated certifications.

EXAMPLES OF ESSENTIAL DUTIES

Inspects both above and below ground in confined spaces all types of construction work and projects completed in the public right-of-way, including street improvements, sewers, storm drains and buildings, water facilities, pump stations, public utilities, lighting, traffic signals, etc. for conformance to plans and specifications; performs field contract administration activities for projects including monitoring, coordinating, evaluating and reporting of contractor activities; reviews and monitors traffic control; ensures quality control and testing coordination for a variety of City and outside agency requirements; inspects new water facility construction; disinfects and tests new or repaired water systems; performs hydrostatic testing of new water systems; enforces NPDES requirements; collects water samples and maintains records for public health purposes; prepares necessary reports and presents materials and recommendations at project meetings; assists contract administrators on construction projects; is responsible for overseeing the preparation of "as built" records and drawings; provides customer service to engineers, contractors and residents; answers questions and resolves complex construction problems on-site; maintains detailed records of all contract activities, bid item quantities, time and materials and work progress on a daily basis; monitors compliance with the Davis-Bacon Act as necessary; recommends field adjustments and redesign decisions to resolve problems or conflicts; provides input to

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: SENIOR CONSTRUCTION INSPECTOR

DATE: DECEMBER, 2006

change orders as appropriate; inspects subdivisions, residential, commercial and industrial developments for grading, erosion control, dust control, storm drainage, reinforced concrete structures, street improvements, street lighting, traffic lights, dry utilities, street appurtenances and landscaping; reviews and approves soil reports for compaction of grading and trench backfill; reviews and approves engineering specifications for rough grade, line and grade of buildings, and final grading and drainage; performs a final inspection of the entire subdivision or development before final approval and release of bonds; in a lead capacity, performs field and technical review of work and progress performed by contract and other City construction inspectors and assists in training as assigned; provides guidance and reports work progress to immediate supervisor as required; and performs related duties and responsibilities as assigned.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

MINIMUM QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of: Standard Specifications for Public Works Construction; Federal, state and local laws, ordinances, codes and regulations including the Uniform Building Code, CalTrans Local Programs Manual, ND PES regulations and related codes and regulations; construction inspection principles and techniques; construction and related materials, tools and equipment; occupational safety and hazards related to construction work; construction estimating methods; soil mechanics; mathematic concepts; water and materials testing methods; water related inspection and testing as determined by regulatory agencies; related computer software applications, including MS Office Suite.

Ability to: Read, interpret and analyze construction plans, specifications, and manuals; organize and coordinate large construction inspection projects; prioritize tasks and meet deadlines; make engineering computations; record quantities of materials; prepare progress payments and field memoranda; assist in the preparation of estimates and change orders; resolve problems related to construction projects, contractor compliance and project design; deliver quality customer service; maintain and follow department processes and regulations; ensure safety and professional work standards are met; successfully complete confined space training as provided by the City within six months of employment; safely work in confined spaces both above and below ground to perform inspections; write reports; prepare status reports and information items regarding construction issues; analyze records for response to claims; review plans and specifications for constructability on assigned projects; communicate effectively in

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: SENIOR CONSTRUCTION INSPECTOR

DATE: DECEMBER, 2006

verbal and written form; establish and maintain effective working relationships with those contacted in the performance of duties.

Education: The equivalent of an Associate's degree in Engineering or a related field.

Experience: Five (5) years experience in public works construction or closely related experience.

Licenses/Certifications: Possession of at least two of the following certifications is required: Public Works Inspector's Certificate, Public Works Certification or equivalent; International Code Conference (ICC) certificate or equivalent as a Special Inspector (concrete or structural masonry inspector), Electrical Inspector, or State of California Grade II or III Water Distribution Certificate. Due to the performance of field duties which requires operation of a motor vehicle, possession of a valid California Class C Driver's License may be required by time of appointment.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS – Work involves considerable physical activity in an outdoor setting with exposure to weather conditions, dangerous machinery. There is frequent need to walk, talk or hear, stand, use hands to finger, handle, or feel, enter and work within confined spaces (above and below ground) and to lift moderately heavy objects up to 60 pounds in weight. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

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CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: SENIOR INSPECTOR WATER CONSTRUCTION DATE: DECEMBER 2006

**PERSONNEL COMMISSION APPROVAL: JULY 18, 2007
COUNCIL APPROVAL:**

JOB CODE:	0188
EMPLOYMENT STATUS:	REGULAR FULL-TIME
UNIT REPRESENTATION:	MEA
FLSA STATUS:	NON-EXEMPT

DUTIES SUMMARY

Under direction, inspects and monitors new and repaired water systems within the City; and ensures compliance with public health requirements, project plans and specifications, and City, State, and Federal codes and regulations.

EXAMPLES OF ESSENTIAL DUTIES

Assists the supervisor in training and supervision of more junior level inspectors; takes responsibility for the more complex inspections and assists other inspectors in interpreting and implementing codes; inspects construction of all new water related facilities to ensure compliance with approved plans; disinfects and tests newly constructed or repaired water systems; conducts hydrostatic testing of new and repaired water systems; inspects back flow prevention devices as required by the State; attends pre-construction conferences and instructs contractors on City and State requirements; monitors tests conducted by contractors and coordinates with the State laboratory; collects laboratory water samples and ensures accurate test results; collects data of remediated soil to prevent contamination of water quality; maintains health sample histories as required by the State; performs pipeline disinfections, health sampling and pipeline pressure testing; approves water system operations and gives final acceptance; performs record keeping and maintains files on work performed; attends training; supports and actively promotes the City's safety programs; assists with periodic safety inspections; identifies and corrects safety hazards; responds to emergency calls for service on a call-out basis and works outside normal working hours as needed; and performs related duties and responsibilities as assigned.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: SENIOR INSPECTOR WATER CONSTRUCTION DATE: DECEMBER 2006

QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of: City policies and procedures; City and State Water Works Construction Standards; uniform plumbing code; machinery, pumps and motors; common tools and test equipment applicable to water works construction; methods and techniques of testing and sampling water; water related testing and inspection as determined by regulatory agencies; occupational hazards and necessary safety precautions applicable to maintenance and repair of water equipment and distribution.

Ability to: Read and interpret water quality test results; use a variety of test instruments and power, hydraulic or hand tools; read and analyze construction plans, specifications and manuals; respond quickly to critical situations, and carry out work assignments as instructed; maintain accurate records; communicate effectively verbally and in writing; establish and maintain cooperative work relationships with those contacted in the course of work.

Education: College level coursework in Construction Management, Engineering or a related field.

Experience: Five (5) years of experience in equipment operation, pipeline or utility construction or closely related field.

Licenses/Certifications: Possession of a valid California driver's license by time of appointment and a State of California Water Distribution Operator Grade III Certificate.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS – Work involves exposure to potential physical harm, hazardous chemicals, and infectious disease. There is a frequent need to stand, sit, stoop, walk, work in confined spaces, lift heavy objects (up to 25 pounds) and perform other similar actions during the course of the workday. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

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**CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION**



TITLE: FORENSIC SYSTEMS SPECIALIST

DATE: DECEMBER, 2001

**JOB CODE: 0470
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEA
FLSA STATUS: NON-EXEMPT**

DUTIES SUMMARY

With general supervision, collects and analyzes digital evidence in criminal investigations, preserves evidence for use in criminal cases, maintains and updates forensic computer systems, provides support for other Police Department systems, and performs other duties as required within the scope of the classification.

DISTINGUISHING CHARACTERISTICS

The Forensic Systems Specialist works under the supervision of the Economic Crimes Unit Sergeant, performs laboratory investigations of suspects' computer systems and is a non-sworn classification.

EXAMPLES OF ESSENTIAL DUTIES

Collects and analyzes digital information from computers acquired during investigations; researches a variety of computer systems, including desktop, laptop, notebook and PDA formats; disassembles the computer and copies evidence into forensic software in the laboratory; secures the original computer to maintain the chain of custody; analyzes the data copied from the hard drive; searches for evidence in hidden folders, unallocated disk space, deleted files and e-mail; searches by key word, file type, date created and access date. Secures the evidence identified; shares evidence with other investigators; and prepares a final crime report; documents the investigation in the MS Access database.

Maintains the computer laboratory systems, equipment, software and network; updates software and installs new software; troubleshoots computer systems to identify and fix computer hardware and software problems; ensures that the internet connection remains active; conducts regular scans to ensure that the network and computers remain free of viruses; sanitizes the media used to temporarily store computer evidence; archives closed cases.

Maintains, upgrades and modifies Access database applications; develops new

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: FORENSIC SYSTEMS SPECIALIST

DATE: DECEMBER, 2001

applications, as needed; makes programming changes to converts existing database applications into the latest version of Access; troubleshoots updated databases to ensure proper functionality.

Provides computer systems backup support to all areas of the Police Department; updates software as needed; troubleshoots problems and assists users; provides training and responds to user questions.

Communicates with Investigators to keep them up-to-date on computer analysis and findings; communicates with other agencies and private sector investigators regarding crime victims and investigative approaches and techniques. Acts as department representative to National White Collar Crime Center; provides training to department personnel wanting to use the services of the computer laboratory.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of: Principles, practices and techniques used in computer systems criminal investigation; evidence collection; analysis and documentation of investigations; computer hardware, software and networks; specialized forensic software; standard business and personal computer software and the Internet; computer operating systems; Departmental practices and procedures; applicable laws, rules and regulations such as California Penal Code, California Health & Safety Code, California Vehicle Code, California Evidence Code, Municipal Code and various training and information bulletins.

Ability to: Troubleshoot, repair and optimize a variety of computer types, peripheral equipment, software and networks; disassemble suspect computers; identify and analyze data available on computers taken in investigations; gather and preserve evidence; work as a team member; operate laboratory computer equipment and software; provide technical support to Police Investigators; give and follow oral and written instructions; maintain effective record keeping systems; write reports and correspondence.

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: FORENSIC SYSTEMS SPECIALIST

DATE: DECEMBER, 2001

Education: College degree and specialized training in forensic software, evidence collection and preservation and liability. A+ certification is preferred

Experience: Two to three years in criminal investigation and/or personal computer and network hardware and software.

Certifications/License: Possession of a valid California Motor Vehicle Operator's license; must pass an extensive background check.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS – Work involves exposure to potential physical harm. There is frequent need to stand, reach overhead, sit, stoop, walk, work in confined spaces, and perform other similar actions during the course of the workday. Must be able to work any shift, including weekends and holidays. Employee accommodations for physical disabilities will be considered on a case-by-case basis.

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CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: SR HELICOPTER MAINT TECH

DATE: DECEMBER, 2001

JOB CODE: 0334
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEA
FLSA STATUS: NON-EXEMPT

DUTIES SUMMARY

With general supervision, functions as a working supervisor, schedules and leads skilled workers in the maintenance of the City's helicopters and hangar facilities. Screens and assigns work orders and service requests, determines priorities and monitors completed work; and performs other duties as required within the scope of the classification.

DISTINGUISHING CHARACTERISTICS

The Senior Helicopter Maintenance Technician is a working supervisor with responsibility for maintaining the City's helicopters and hangar facilities, preparing new helicopters and conducting preflight inspections to ensure airworthiness of all aircraft.

EXAMPLES OF ESSENTIAL DUTIES

Plans, schedules, select or approve, and requisitions necessary equipment and related supplies. Prepares annual budget information and projections; negotiates purchasing and repair contracts. Oversees all work in progress to ensure quality, timeliness and safety. Schedules and coordinates preventive maintenance projects on a regular basis. Performs all mechanical, electronic, structural and paint repairs to equipment.

Assists or participates in performing maintenance and repair work as necessary. Supervises and inspects all airframes and engines for flight safety; repairs all calendar/time limited aircraft components; performs daily pre-flight operations of all electrical, radio and law enforcement equipment; diagnoses mechanical, electrical, hydraulic, structural or other problems and malfunctions; determines type, extent, cost and repair required; performs preventative maintenance and routine service work.

Interviews, trains and motivates employees; assigns and evaluates work; and recommends disciplinary action according to established City procedures. Conducts performance appraisals; supports and actively promotes the City's safety programs. Performs periodic safety inspections; identifies and corrects safety hazards.

Provides input during the budget process and monitors the operating budget for area of responsibility. Maintains inspection and repair records; maintains inventory of necessary

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: SR HELICOPTER MAINT TECH

DATE: DECEMBER, 2001

parts and equipment. Purchases and installs law enforcement equipment; orders fuel; maintains hangar facility; interacts with regulatory agencies.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of: Federal Aviation Administration (FAA) regulations; FAA repair station manual, manufacturers' maintenance manuals; tools and equipment needed to perform helicopter maintenance and repair work; occupational hazards and safety practices applicable to aviation maintenance operations; budgeting and supervisory practices.

Ability to: Schedule and prioritize manpower and projects; assign work, monitor and evaluate work progress; read and follow manufacturers' maintenance manuals and electronic schematics; research and gather information related to vendors, equipment and supplies; resolve day-to-day questions/problems regarding equipment, materials, methods, and procedures needed to complete maintenance work; maintain accurate records; use hand and power tools; operate personal computer and standard software applications; establish and maintain effective interpersonal relations with those contacted in the course of work; communicate effectively, both orally and in writing.

Education: The equivalent of a high school diploma supplemented by the completion of advanced technical training in aviation maintenance.

Experience: A minimum of seven (7) years of aviation maintenance experience, including two (2) years in a supervisory capacity and five (5) years experience with MD500 series helicopters.

Certifications/License: FAA Airframe and Powerplant (A & P) Mechanics Certification and Inspectors Authorization; other licenses/certifications may be required. Possession of a valid California motor vehicle operator's license.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS – Work involves exposure to dangerous machinery, hazardous chemicals, extreme weather conditions, confined spaces and potential physical harm. There is frequent need to stand, stoop, walk, climb, balance, work in confined spaces, lift heavy objects (up to 75 pounds) and perform other similar actions during the course of the workday. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

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ATTACHMENT #2

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**CITY OF HUNTINGTON BEACH
INTERDEPARTMENTAL COMMUNICATION**

TO: Personnel Commission

FROM: Bob Hall, Deputy City Administrator
Patti Ahumada, Senior Human Resources Analyst

SUBJECT: **Classification and Compensation Study by Cooperative Personnel Services 2006 and Reclassification of Municipal Employees' Association Positions in the Community Services, Fire, Information Services, Police and Public Works Departments**

DATE: July 18, 2007

DISCUSSION

In March of 2006, Cooperative Personnel Services Human Resources Services (CPS) was retained to perform a classification and compensation study. The study included sixty-five (65) classifications, thirty-nine (39) of which were Municipal Employees' Association (MEA) classifications. The classifications were selected based on Department requests. The goal of the study was to determine whether positions were appropriately classified, to update classification specifications and to conduct a base salary analysis of selected benchmark classifications.

At the December 20, 2006, Personnel Commission meeting, CPS staff presented an overview of study objectives, scope of work and implementation processes related to the classification and compensation study.

Principal steps in the study:

1. Met with Department of Human Resources staff to collect information regarding the current reclassification process.
2. Reviewed the City's classification specifications, salary schedule, Occupational Series manual, organization charts and related documents.
3. Conducted employee orientation for those involved in the classification study to explain the process, timeline, and distribute and explain the Position Description Questionnaire (PDQ).
4. Conducted desk audits with a representative sampling of employees involved in the classification process and interviewed supervisors and department heads as needed.
5. Conducted a thorough analysis based on the PDQ's and desk audit to determine essential duties and knowledge, skills and abilities, and made allocation recommendations for each study position.
6. Conducted a review process to permit each employee to review the draft classification recommendations and classification specifications.

7. Received, reviewed and responded to all employees who submitted either a classification specification or allocation review request.
8. Developed and distributed a compensation survey to twelve local agencies (Anaheim, Buena Park, Costa Mesa, Fountain Valley, Fullerton, Garden Grove, Irvine, Newport Beach, Orange, Santa Ana, Tustin and Westminster).
9. Analyzed the market data against Huntington Beach salaries.

Upon receipt of the classification recommendations and compensation analyses, Human Resources staff met with each department to receive additional input. The City is in concurrence with CPS's recommendations for these positions.

The City and Association have met and conferred regarding the recommended changes to the MEA classifications. Both City and MEA negotiations teams spent a significant amount of time reviewing and discussing the results and recommendations of the CPS study. The negotiation process focused primarily on classification and compensation issues related to recruitment, retention, internal alignment and market competitiveness. The recommended classification and compensation changes are a result of the classification and compensation study and the meet and confer process.

CLASSIFICATION RESULTS

Position Title (Affected Employee(s))	Recommended Job Class	Action
<u>Community Services</u>		
Human Services Supervisor (Randy Pesquiera)	Senior Supervisor, Human Services (MEO)	New class specification Reclassification
<u>Fire</u>		
Senior Accounting Technician (Lisa Kennedy)	Administrative Aide	Reclassification
<u>Information Services</u>		
GIS Analyst (all three incumbents)	GIS Analyst II	Reclassification
IS Analyst I (Nicole Arms)	IS Analyst II	Reclassification
IS Analyst II (J. Ballesteros)	IS Analyst III	Reclassification
<u>Police</u>		
Criminalist (Susan Nakama)	Senior Criminalist	Reclassification

Parking / Traffic Control
Coordinator
(Karen Peterson)

Parking / Traffic Control
Supervisor

Reclassification

Public Works

Civil Engineer Assistant
(David Verone)

Contract Administrator
(MEO)

Reclassification

Representatives of the City and MEA have completed the meet and confer process with agreement on the classification and compensation study.

At this time, staff requests the Personnel Commission to approve staff's recommendations in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan.

RECOMMENDATION

Approve the new class specification and reclassifications for the incumbents listed above,

Attachment: Legislative Drafts – Senior Supervisor, Human Services

cc: William Davis, MEA Business Representative
Judy Demers, MEA President

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